

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Department Leave of Absence (LOA)

POLICY NUMBER: 7060

ADOPTED: December 13, 2010

REVIEWED: 11/5/2010; 12/09/2010; 09/12/2019, 10/07/2021

REVISED: April 28, 2014; 11/08/21

7060.10 Introduction – Members of the Fire Department from time to time and for various reasons will be required to document and obtain an approved LOA for periods in excess of 30 days, at the discretion of the Fire Chief. The purpose of this policy is to insure the integrity of the Fire Department membership.

7060.20 Duration – A leave of absence can be approved for a maximum of 6 months. Additional *six-month* extensions must be documented and approved.

7060.30 Participation – While on LOA, members are not permitted to respond to calls or actively participate in training-*without the approval of the Fire Chief in emergency situations*. They may however attend drills/training only as an observer.

7060.40 Application for LOA –Members of the Department may apply for an LOA using a Fire Department Approved Form. *Additionally*, members of the Fire Department absent for more than a month may be placed on LOA at the discretion of the Chief. Members placed on LOA by the chief shall be notified by letter.

7060.50 Medical Leave of Absence – Applications for a medical LOA require the signature of a physician. A return to service from a medical LOA requires the written approval of a physician.