



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 073**

Personal Leave of Absence

I. PURPOSE

To provide members with time off to attend to personal needs in the event that extenuating circumstances deem it necessary to be away from the District for an extended period of time.

II. SCOPE

This policy applies to volunteer members of the District who have completed at least a year as a volunteer member.

III. POLICY

It is the policy of MJFD to provide leaves of absence to members needing extended time away from volunteer service when possible to do so without disruption to District operations.

IV. GUIDELINES

- A. Any member who intends to be away from the District for a period of longer than 30 days shall be required to apply for a leave of absence. A member requesting a Personal Leave shall submit the request to the Fire Chief. The Fire Chief shall retain sole discretion in the granting of personal leaves of absence.
- B. If granted, a member on a Personal Leave of Absence shall be required to return his District equipment to the Fire Chief for the duration of the absence.
- C. Personal Leave may be granted to a member for a period of up to six months. Such a leave may be granted on an individual case basis and may be granted only if the District's business operations are not severely disrupted.
- D. In order to return to volunteer employment following the leave of absence, the member must be able to prove that all certifications and skills are still satisfactory for the position.

V. PROCEDURE

- A. A member requesting a Personal Leave of Absence shall submit a written request as far in advance as possible. The request for the leave shall include the starting date of the requested leave, a reasonable explanation of the circumstances surrounding the leave, and the probable date of return.
- B. If a leave is necessitated by an emergency and prior written request is not possible, the member or a member of the immediate family shall notify the District as soon as is practical and the member shall follow up with a written request within seven calendar days.

Approved by the Mescal-J6 Fire District Governing Board on January 4th, 2016. Replaces February, 2012