

Subject:	VOLUNTEERS- LEAVE OF ABSENCE
Section:	PPG# 2850
Chapter:	Personnel
Effective Date:	7/1/98

POLICY

Volunteers- Leave of Absence

Any volunteer in good standing, desiring a leave of absence, may request one by submitting a request in writing to the chief. “Good standing” means the volunteer requesting the leave of absence is current on all required training and has consistently met shift and activity requirements of the Department. A volunteer who has requested and received a waiver for participation requirements shall be considered in good standing. The request shall be made in a form approved by the Department and include a reason for the leave of absence and the start and ending dates of the leave of absence.

A leave of absence shall be for no more than 180 calendar days in a calendar year.

A volunteer who is granted a Leave of Absence shall:

1. Submit a “Change of Status” form to Human Resources.
2. Return all department issued equipment if the leave of absence is more than 30 calendar days.
3. If the request is for 30 calendar days or less, and the volunteer’s residence remains the same, he/ she may be allowed to retain department- owned equipment for the duration of the leave, with authorization of the chief.
4. Leave of Absence is **less** than 90 calendar days, upon return, complete a training plan approved by the Chief.
5. If the Leave of Absence is **more** than 90 calendar days, upon return reapply for membership in accordance with applicable section of PPG # 2801 for the re-admittance of a volunteer whose absence is for more than six (6) months.

REFERENCES
