

FLORENCE TOWNSHIP FIRE DISTRICT NO.1

230 LEAVE OF ABSENCE

PURPOSE:

To provide a procedure by which members may be relieved from service for a period of time for the purpose of rehabilitation.

SCOPE:

This policy is applicable to all department personnel.

CONSIDERATION:

Members may request a leave of absence who are temporarily incapacitated to the extent they are unable to perform their emergency service functions. A leave to absence shall constitute a temporary relief from duties and participation requirements within the Department.

TYPES:

MEDICAL LEAVE:

Any member who does not believe they can adequately perform their duties due to medical problems may, in writing, request a leave of absence from duty. This member will be considered on medical leave upon receipt of that notice by the Line Officer. The member will inform Line Officer in writing when they are able to return to duty.

PHYSICIAN ORDERED LEAVE:

Medical leave ordered by a physician, starts immediately upon determination by the physician that the member is incapable of performing his duties.

DIRECTED LEAVE:

Any department officer may order one of his members/employees to take Directed leave if it is suspected that the member/employee may be or is suffering from any incapacitation that may endanger said member or other persons. An ordered Directed leave shall be justified and documented and shall be agreed upon by two or more officers of the Department . Any Directed Leave must be immediately reported to the Chief or his designee, said notice shall include a written factual statement as to the reason/s for the Directed Leave. Said written factual statement as to the reason/s for the Directed Leave shall be promptly served on the affected member/employee. Any member ordered on Directed Leave may be directed by the Chief to an appropriate physician to either confirm the member's incapacitation or certify his fitness. Some potential reasons for Directed Leave includes pregnancy, physical impairment, adverse mental condition, and drug or alcohol abuse.

Any member/employee of the department who is placed on "Directed Leave" from the

Department for a period in excess of five (5) days may request a hearing through a written request submitted to the Board of Fire Commissioner and Chief. Said written request for a hearing must be made within 10 calendar days after receiving written notice of being placed on Directed Leave.

PERSONAL LEAVE:

Any member who does not believe they can meet the membership requirements due to personal reasons may request a leave of absence from duty. Examples of personal reasons include family or work obligations. The member shall include an estimated return to duty in the request. The Chief shall review all requests and approve or deny the request.

MILITARY LEAVE:

Members that are serving in any of the United States Armed Services shall be permitted to continue their membership during their military service without chance of dismissal for lack of attendance or participation.

EDUCATIONAL LEAVE:

Members that are enrolled in an institution of higher education which will better that member or the Department shall be permitted to continue their membership during their enrollment without chance of dismissal for lack of attendance or participation.

REQUIREMENTS:

Members ordered by a physician to take medical leave should notify a Line Officer immediately. The Line Officer shall notify the Chief within 72 hours. Notification shall be in writing and a copy will remain in the member's permanent record.

All requests for a leave of absence shall be in writing.

MEMBERSHIP:

Persons on leave shall not be required to vacate any elected office or appointed positions or terminate their membership. In the event that an officer takes leave and it becomes apparent that the leave shall be longer than thirty (30) days then the position shall be reviewed by the Chief. If the Chief determines that the leave has become a vacancy then the position shall be filled in accordance with **Section 210**. Any officer who is adversely effected by the Board's determination under this subsection is entitled to proceed pursuant to **Section 720**.

RESTRICTIONS:

Persons on ~~medical~~ leave shall:

1. Be relieved from participation requirements as long as they are on ~~medical~~ leave.
2. Not operate any fire department vehicle.
3. Not participate in any training that involves physical labor.
4. Not engage in any incidents to which the Fire Department responds.

5. Not participate in other activities as directed by a Line Officer.

RETURN TO DUTY:

All members on Medical leave shall submit to the Chief, a statement signed by a licensed Physician, stating that the member can *Return to Duty and Perform all the Requirements of the Position* that they hold.

- The Board reserved the right to require a Return-To-Duty Physical, at their expense, on any member that they or a Chief Officer advises them of, as being unable to perform the duties of their position or the Board feels that any member who submits the above Statement must also have a Return-To-Duty physical by the Dept. Physician. This action must be by motion of the Board and if applicable, the Return-To-Duty Physical may be ordered up to 30 days from the submission of the above Physicians Statement.

Members that are on leave in excess of 90 days shall meet with the Department Training Officer and Chief to determine if any training is required before returning to active duty.

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