

230 LEAVE OF ABSENCE / MEDICAL LEAVE / MILITARY LEAVE / EDUCATIONAL LEAVE

PURPOSE:

To provide a procedure by which temporarily injured or ill personnel may be relieved from service for a period of time for the purpose of rehabilitation. It shall also serve as a policy allowing membership to the Department to continue while a member is engaged in military service or training.

SCOPE:

This policy is applicable to all department personnel.

CONSIDERATION:

Medical leave may from time to time be required for individuals who are temporarily physically or mentally incapacitated to the extent that they are unable to perform their emergency service functions. A medical leave shall constitute a temporary relief from all duties and participation requirements within the department.

TYPES:

REQUESTED 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 appropriate company officer. The member will inform the appropriate company 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 to take medical leave if it is suspected that the member may be or is suffering from any incapacitation that may endanger said member or other persons. An ordered medical leave shall be justified and documented and shall be agreed upon by two or more officers of the company to which the member belongs. Any member ordered on medical 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.

REQUIREMENTS:

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

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 his station 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.

a. The Board reserved the right to require a Return-To-Duty Physical, at their expense, on any member that they or a Station Commander 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.

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.