

POLICY - 2.12.10 - OTHER LEAVE
SCOPE - VOLUNTEERS

The District recognizes the importance and value of a well trained, experienced volunteer staff and does also recognize that there are times when a degree of flexibility is required to accommodate the needs of both the volunteer and the District.

- A. **SHORT-TERM LEAVE:** Whenever the volunteer feels the need to take some time off from the rigors of meeting training or response requirements due to a change in employment, change of residence, or for any other reason where there is temporary conflict between the needs of the District and the needs of the volunteer, the volunteer may request a short leave of absence (30 to 60 days). The request must be approved prior to taking the time off by the volunteer's supervisor and may be granted verbally. The supervisor must notify the Fire Chief of the status of the leave including the expected duration.

During the course of this leave, the volunteer may retain possession of equipment issued by the District. The volunteer may also attend training sessions and respond to emergencies as time will allow.

If the volunteer requires an extension of the leave, the Fire Chief shall reevaluate the status of that leave as it may relate to the efficient operation of the department and may determine to either continue the existing condition or to change the nature of the leave of absence and/or status of the volunteer.

- B. **ADMINISTRATIVE LEAVE OF ABSENCE:** Whenever there is a need for an undetermined length of time off or the time off is expected to be lengthy, the Fire Chief may grant an administrative leave.

Under administrative leave conditions, the volunteer retains their membership in the organization, but must return all District owned equipment and materials. The volunteer is also exempted from attending all training sessions and response to emergencies. The full extent of the leave conditions will be agreed upon between the Fire Chief and the volunteer.

Upon conclusion of administrative leave, the volunteer will be reevaluated regarding their ability to perform expected duties. Based upon this evaluation, the volunteer may be entitled to retain their status from when they left, or be required to attend additional training to reestablish their status.

The Fire Chief may issue administrative leave to a volunteer whenever it

serves the best interest of the District.