Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.08

2. SUBJECT: ***Volunteer Leave of Absence***

3. POLICY: The District shall recognize Volunteer Leave of Absence as outlined in this Policy and Procedure.

4. SCOPE: This Policy and Procedure is applicable to all volunteer personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

6. PROCEDURE:

   The District recognizes that volunteers will occasionally require time off for personal reasons relating to family, employment, health and other reasons. In order to accommodate volunteers with a legitimate need to take a leave of absence from the Department the following policy is adopted to determine when a Leave of Absence will be granted and the conditions of such Leave of Absence.

   A. Leaves of Absence under this policy shall be limited to members in good standing (i.e. no disciplinary actions and meeting the 10% call volume in the preceding year).

   B. All Leave of Absences shall be unpaid, and members shall not be eligible for earning points under the District's volunteer reimbursement program while on Leave of Absence.

   C. Leaves of Absence shall be limited to a single period of 12 weeks in a 12-month period.

   D. Members may request an extension of a Leave of Absence up to an additional 12 weeks for medical reasons. The decision of whether to grant an extension shall be in the sole discretion of the District Fire Chief

   E. Except as provided under section D, if a member fails or is unable to return to active duty at the end of a Leave of Absence, the member shall be required to turn in their gear and their membership as a volunteer with District shall

terminate. Member shall return all equipment issued within 15 days of termination.

F. Point eligibility for reimbursement: To be eligible for participation in Grant County Fire District 3 volunteer reimbursement program the following conditions must be met:

1. Member in good standing (i.e.; No disciplinary action and 10% call volume for the year.
2. Maintain the minimum requirements of the Fire District (10% call volume for the year at your respective station.
3. Completed any required training and education for any classes paid thru the volunteer reimbursement program.
    a. Any training that has a bonus point total of 25 points or above requires 1 year of member in good standings, completed training and education for reimbursement from the date of completion.

Note: If the afore mentioned participation standards are not met the participation committee will review the volunteer's eligibility for reimbursement and may reinstate any points earned.