

LAKEWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.20	ADMINISTRATION
DATE IMPLEMENTED: FEBRUARY 8, 2021 DATE REVISED:	TITLE: LEAVE OF ABSENCE

PURPOSE:

This guideline was promulgated to establish procedures and to provide a uniform understanding to the requirements of Fire Department personnel requesting a leave of absence for any purpose.

SCOPE:

All volunteer personnel of the Lakewood Fire Department. (Career personnel are to follow SOG 101.06 and the current labor contract with regards to leaves of absence)

DEFINITIONS:

1. **PERSONAL LEAVE OF ABSENCE.** A requested leave of absence by a fire department member for personal reasons.
2. **MEDICAL LEAVE OF ABSENCE.** A leave of absence due to the inability to perform required firefighter/fire police duties because of a medical condition. Injuries that occur during operations/while on duty and off duty, will be classified as such.
3. **MILITARY LEAVE OF ABSENCE.** A requested leave of absence for the purpose of serving in a branch of the military for on-duty training or deployment.
4. **ADMINISTRATIVE LEAVE.** Under justifiable circumstances, an officer in charge may, subject to the approval of the Chief, place an individual on administrative leave. Such circumstances may be, but are not limited to, completion of pending criminal or administrative investigations.

GENERAL:

1. All leave of absence requests must be made in writing on the proper department form.
2. All absence requests must include information detailing the reason for the leave, with an approximate length of duration with an end date.
3. All leave of absence requests must be approved by the Chief of Department as well as the Fire District Administrator, or designee. A copy of the request will be maintained in the members personnel file at the Board Office.

4. Fire Department Officers will be notified when Fire Department members are granted an approved leave of absence request via e-mail at the time of final approval by the Fire District Administrator, or designee.
5. Fire Department members who are on a leave of absence during the time period of the annual compliance training and/or annual SCBA fit test, must make arraignments through the Board office to have his/her classes and/or test administered, with a passing performance, before being allowed to return to active duty.
6. Fire Department members who are on a leave of absence for any reason, shall not participate in any calls, drills, or fire department activities while on the leave of absence, except as defined under the **limitations** section.
7. The return from a leave of absence request must be made in writing on the proper fire department form and signed by the Chief of Department as well as the Fire District Administrator, or designee, before they can return to active status.
8. If the fire department member on the leave of absence fails to return on the date of their written request and no contact has been made to the Chief of Department or the Fire District Administrator, it is therefore assumed the individual resigns from his/her position with the Lakewood Fire Department effective immediately.
9. For any leave that is greater than 30 (thirty) days, all District owned property and gear must be left at the members assigned firehouse.

LIMITATIONS:

PERSONAL LEAVES OF ABSENCE:

Fire Department personnel requesting a personal leave of absence are relieved of all attendance participation requirements until such time a written return to active-duty request has been received and approved by the Chief of Department as well as the Fire District Administrator or his/her designee. A personal leave of absence can be requested up to 3 months, and must be terminated or extended in writing. 1 (one) 3-month extension is permitted, but no more than 6 (six) months within a 12 (twelve) month period is allowed and shall follow all Federal/State Statutes.

MEDICAL LEAVES OF ABSENCE:

Fire Department personnel requesting, or being placed on, a medical leave of absence relieves the fire department member from all participation requirements until such time as written documentation is received from their physician, or the fire department physician, stating they are able to return to duty without restrictions. Medical leaves of absence shall be renewed every 3 months as long as current doctors' reports stating the member is unfit for duty are submitted with the extension request. Any medical leaves of absence requests longer than 12 months, must be approved by the Board of Fire Commissioners. Members returning from medical leave shall follow SOG 101.15A, Return to Duty.

EXCEPTION: Fire Department Members who are enrolled for annual compliance training and/or in a sanctioned class may attend the course provided the instructor is aware that they are not able to participate in any hands-on evolutions. If unable to participate to the degree the training session requires, the member must reschedule the training session when able to fully participate.

MILITARY LEAVES OF ABSENCE:

Fire Department personnel requesting a military leave of absence are relieved of any participation requirements during the time of their leave. If possible, a copy of the orders shall be attached to the leave request. If during the leave of absence, the fire department member is home for a short duration, they may respond to calls or participate in department events, as long as approval, via email, is granted by the Chief of Department or his/her designee in advance of responding to any call, or participating in any operations. These activities will not be counted toward their participation requirements, as they are waived during the time frame of the Military Leave of Absence.

ADMINISTRATIVE LEAVE:

Under terms set forth in SOG 400.03 Disciplinary Guidelines, an officer in charge may, subject to the approval of the Chief of Department, place an individual on administrative leave. Such circumstances may be, but are not limited to, completion of pending criminal or administrative investigations. Under normal circumstances, the leave should not be more than 14 (fourteen) days, unless the pending investigation cannot be reasonably completed in that time frame. The leave shall not be more than 60 (sixty) days in length. Whenever a member is placed on Administrative Leave, the Chief of Department or his/her designee, shall notify the Fire District Administrator via email forthwith. SOG 400.03, shall be followed at all times once a member is placed on administrative leave. Members placed on Administrative Leave and/or subsequent suspension are relieved of any participation requirements during the time of their leave and/or suspension.

LFD VOLUNTEER LEAVE REQUEST FORM

NAME _____ Station _____

LEAVE REQUESTED: Personal _____ Medical _____ Military _____

OTHER THAN ABOVE (Please Indicate): _____

FROM: ____/____/____ TO: ____/____/____

REASON FOR LEAVE REQUEST: _____

Member Signature _____ Date _____

Signature - Chief of Department _____ Date _____

-----BELOW FOR OFFICE USE ONLY-----

- Date Received _____
- Date Approved _____

Signature – Administrator / Deputy Administrator _____ Date _____

copy: Chief of Department
Fire Company
File

LFD VOLUNTEER RETURN FROM LEAVE FORM

NAME _____ Station _____

LEAVE RETURNING FROM: Personal _____ Medical _____ Military _____

OTHER THAN ABOVE (Please Indicate): _____

DATE OF RETURN: ____/____/____

Member Signature

Date

Signature - Chief of Department

Date

-----**BELOW FOR OFFICE USE ONLY**-----

- Date Received _____
- Date Approved _____

Signature – Administrator / Deputy Administrator

Date

copy: Chief of Department
Fire Company
File