


LARGO FIRE RESCUE CADET STANDARD OPERATING PROCEDURE

	CATEGORY: LARGO FIRE RESCUE CADET PROGRAM	SOP: 203
	SUBJECT: NOTICE OF LEAVE	PAGE 1 OF 1
	APPROVED BY THE OFFICE OF THE FIRE CHIEF SIGNATURE ON FILE	EFFECTIVE DATE: 03/05/2013
		REVISION DATE: 08/13/15
		REVIEWED DATE:

Purpose:

To provide guidance to member of the unit for proper notification of leave.

Notification of Leave:

Whenever a member will be out of town for more than 72 hours he/she will make notification to their officer and give the reason why.

If a cadet will be absent for more than four (4) cadet meetings he/she will return all his/her gear and uniforms until he/she returns unless arrangement have be made with the cadet advisor.

Unexcused Leave:

When a member of the unit is absent for any scheduled meeting, training, or any special the member signed up for without proper notification to their lieutenant will result in disciplinary action according to the unit's policy and procedures.