


SOG# 505-25	Standard Operating Guideline		
	Cumberland Road Fire Department Inc. <input type="text" value="Leave of Absence"/>	Approved By	<input type="text" value="Steven Parrish, Fire Chief"/>
		Effective Date	Revised Date
		<input type="text" value="8-17-2023"/>	<input type="text"/>

Purpose

The purpose of this standard is to provide all personnel/members with a clear understanding of the leave of absences from Cumberland Road Fire Department.

At various times personnel/members may request a leave of absence from the Cumberland Road Fire department. The guideline outlines the types of leaves the exist and how personnel/members can request a leave of absence.

Procedure

To request a leave of absence personnel/members must submit a letter of request to the Fire Chief detailing their request.

Leave of absence may be granted for the following reasons:

Personal Leave of absence may be granted up to six months. A second consecutive six months' leave of absence may be granted upon request.

College Leave of absence may be granted up to nine months. This is used for personnel/members attending college away from home and are not able to respond to incidents and/or attend training.

Military Leave of absence, Cumberland Road Fire Department shall comply with state and federal laws concerning military leave. Personnel/members are expected to provide documentation of their orders to the Fire Chief.

During any leave of absence, personnel/members shall turn in all personal protective equipment and/or any communications equipment issued by the department.

Any personnel/members who have been inactive from the department for more than one year may be subject to dismissal from the department at the discretion of the Fire Chief.