



PARADIS VOLUNTEER FIRE DEPARTMENT

POLICY DOCUMENT

ATTENDANCE

1.1 Absences

- 1.1.1 Lack of attendance at Department functions including: Regularly scheduled trainings and Regular Monthly Business Meetings shall constitute an absence.
- 1.1.2 An Active Administrative Officer shall miss no more than two (2) consecutive Regular Monthly Business Meetings, uphold his duties as stated in PVFD Bylaws Article 12, and uphold the duties of his membership classification.
- 1.1.3 Request for a Leave of Absence shall be submitted at a Regular Monthly Business Meeting for membership approval by secret ballot.
 - 1.1.3.1 Any member requesting a leave of absence must be in good standing at the time of the request.
 - 1.1.3.2 Any time accrued during a leave of absence shall not be counted toward service awards or seniority.
 - 1.1.3.3 A leave of absence may be submitted for a term, not to exceed ninety (90) days from the time of membership approval.
 - 1.1.3.4 When a member is granted a leave of absence he must turn in all equipment belonging to the Department and shall not be allowed to respond to any emergency calls.
 - 1.1.3.5 The member's voting privileges shall also be suspended during this time.
 - 1.1.3.6 When a member's leave of absence expires, the member will serve a probation period of sixty (60) days.
 - 1.1.3.7 At the next Regular Monthly Business Meeting following the probationary period the member's attendance and participation will be reviewed.

- 1.1.3.7.1 If the member demonstrates satisfactory attendance, the member shall be reinstated to his previous status.
 - 1.1.3.7.2 If the member does not demonstrate satisfactory attendance and has not upheld the requirements of his membership classification in this sixty (60) day period he will be reclassified to Auxiliary status.
- 1.1.4 Request for an Extended Leave of Absence shall be submitted at a Regular Monthly Business Meeting for membership approval by secret ballot. Sufficient justification must be given by a member requesting an Extended Leave of Absence.
 - 1.1.4.1 All of the conditions that apply to a leave of absence also apply to an Extended Leave of Absence, other than the term allowed. (See 1.1.3).
 - 1.1.4.2 An Extended Leave of Absence may be submitted for a term of at least one year and not to exceed three years from the time of membership approval.
- 1.1.5 Military Leave
 - 1.1.5.1 Full status-Once called to service, the member will need to notify the Department and will be placed on Military Leave Status. At this time, the member will be required to turn in all Department equipment and supplies.
 - 1.1.5.1.1 A member placed on “Military Leave Status” will not lose the membership status they held at the time of their departure.
 - 1.1.5.1.2 Upon return, will serve a minimum sixty (60) days probationary period and will be reclassified to his previous membership status. If leave is less than three (3) months, probationary period will be determined by the fireline officers.
 - 1.1.5.1.3 While on leave of duty, the member may be allowed to assist in trainings and fire calls with approval of the Chief.
 - 1.1.5.2 Reserve status- Once deployed for active service, the member must notify the Department. However, if the deployment will extend more than ninety (90) days, the member will need to return all equipment before deployment.

- 1.1.5.2.1 Upon return, the member will be reclassified to his previous membership status and will serve minimum sixty (60) day probation.
- 1.1.5.2.2 While on leave of duty, the member may be allowed to assist in trainings and fire calls with approval of the Chief.
- 1.1.6 Fireline and Administration Officers- If the Fire Chief or President is granted a leave of absence, then the Deputy Fire Chief or Vice President will automatically assume this responsibility and appoint a replacement for their position for the duration of the leave.

2.0

Membership Classifications:

- 2.1.1 Emergency Responder Member
 - 2.1.1.1 An Emergency Responder member shall miss no more than two (2) consecutive Fire/Rescue trainings.
 - 2.1.1.2 For absences exceeding two (2) occurrences, the member will be automatically placed on probation for a minimum of thirty (30) days, and voting privileges during this probation time will be suspended.
 - 2.1.1.2.1 During this time, the member will be expected to attend meetings as required to attain Emergency Responder status.
 - 2.1.1.2.2 At the next Regular Monthly Business Meeting, after the 30 day probationary period, if the member has attended two trainings meeting the requirements of Emergency Responder Status they will be placed back on Emergency Responder Status.
 - 2.1.1.2.3 If the member has not met these requirements, the membership shall decide based on the members' past attendance to place the member on Auxiliary Status or extend their probation for another minimum thirty (30) day period. The member may be allowed only one extension by the membership for each lapse in attendance.
 - 2.1.1.3 In the event that an Emergency Responder Member cannot attend P.V.F.D. training they may attend another St. Charles Parish Fire Department or other preapproved training session (Approval must be obtained from the Training Officer or Fire Chief).

- 2.1.1.3.1 An exception being that the member shall make a minimum of ten(10) (P.V.F.D.) trainings/meetings within a six (6) month period.
 - 2.1.1.4 It shall be the member's responsibility to get pre-approval, complete training, and turn in an activity report with the training information and the date/location within 30 days of the date of the P.V.F.D. training being substituted.
 - 2.1.2 Support Senior Member
 - 2.1.2.1 This member can miss no more than three (3) consecutive Fire/Rescue trainings.
 - 2.1.2.1.1 For absences exceeding three (3) occurrences, the member will be placed on automatic probation for a minimum of thirty (30) days and voting privileges during this probation time will be suspended.
 - 2.1.2.1.2 During this time, the member will be expected to attend meetings as required to maintain Support Senior status.
 - 2.1.2.1.3 At the next Regular Monthly Business Meeting, after the 30 day probationary period, if the member has attended two trainings meeting the requirements of Support Senior status they will thereby be placed back into Support Senior status. However, if the member has not met these requirements the membership shall decide, based on the member's past attendance, to place the member on Auxiliary Status or extend the probation to the following Regular Monthly Business Meeting. The member may be allowed only one extension by the membership for each lapse in attendance.
- 2.1.3 Lifetime/Long term Member
 - 2.1.3.1 A Lifetime/Long term Member performing Firefighting, Rescue, and EMS activities shall miss no more than three (3) consecutive Fire/Rescue trainings.
 - 2.1.3.2 For absences exceeding three (3) occurrences, the Lifetime/Long term member will automatically be placed on probation for a minimum of thirty (30) days and voting privileges during this probation time will be suspended.
 - 2.1.3.2.1 During this time, the member will be expected to attend meetings as required by his membership status.

- 2.1.3.2.2 At the next Regular Monthly Business Meeting, after the 30 day probationary period, if the member has attended two trainings meeting the requirements of his membership status he will be placed back into that status. However, if the member has not met these requirements, the membership shall decide based on the member's past attendance to place the member on Auxiliary Status or extend their probation until the following Regular Monthly Business Meeting.
- 2.1.3.3 In the event a Lifetime/Long term member cannot attend P.V.F.D. training they may attend another St. Charles Parish Fire Department training session.
 - 2.1.3.3.1 It shall be the member's responsibility to turn in an activity report with the training information and the date/location within one week of the training attended.
 - 2.1.3.3.2 An exception being that the member shall make a minimum of ten (10) P.V.F.D. trainings/meetings within a six (6) month period.
- 2.1.4 Auxiliary Member
 - 2.1.4.1 An Auxiliary member person shall be required to attend a minimum of one (1) meeting or training in any two month period.
 - 2.1.4.1.1 An exception to this is junior auxiliary members, who are not allowed a PVFD Domain or Email Account.