

Operating Guidelines

Section: Departmental Administration

Subject: Leave of Absence Policy

Policy #: 103

Date Issued: November 13, 2015

Date Revised: October 3, 2017

Purpose

To establish a Leave of Absence Policy.

Scope

This shall apply to all Fire Department Personnel within the Parry Sound Fire Department.

Procedure

103.1

An employee requesting a leave of absence shall make their request to the Fire Chief "Appendix A" who will make a decision based on the reasons presented.

103.2

Once an employee has been given a leave of absence, they must return within one year of that date. Years of service will continue from that point, if the employee is fit to resume full duty. Upon return their rank may be reviewed.

103.3

The Fire Chief reserves the right to refuse anyone's return.

Responsibility

It shall be responsibility of every member of the Fire Department to notify the Fire Chief when they are not available for active duty so that the Fire Department can adequately plan for emergency responses and manpower.