


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: General</b>	S.O.P: 103.07
	<b>SUBJECT: Leave of Absence</b>	PAGE: 1 of 1
	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

Any member at any time may take a leave of absence for a number of reasons. This policy informs members on how to take that leave.

### ***Procedure:***

The following types of leave may be granted to volunteer personnel who have completed one year of service to the department. The Chief will determine the duration of the leave of absence. During this period of time, the member doesn't have to maintain the minimum training requirements for the department. The member will not be eligible for the reimbursement program.

### ***Types of Absences***

1. Sick Leave – This type of leave may be granted to a member who has a sickness or illness that continues past seven days. Before granting this leave the Chief may request that a doctor examine the member.
2. Personal Leave – This type of leave may be granted to a member in cases where an extended period of time away from the job would be in the best interest of the member and the department.
3. Education Leave – This type of leave is reserved for those members who wish to further their education. To be eligible, the member must reside outside the district.
4. Public Leave – This type of leave may be granted to a member who desires to accept temporary employment in a local, state or federal government agency.

All requests for leave must be made to the Chief in writing.