



POLICY MANUAL

Personnel - Standards

Extended Absence

Revised: 07-10-03

Code: 1 – 6 – 9

Book Chapter Subject

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9.0 Purpose: To establish a policy where all Fire/EMS personnel who are on extended leave or absence will notify Fire Administration on the status of their injury and anticipated date of return.

9.01 Scope: All Fire/EMS Personnel

9.02 LEAVE OF ABSENCE

An extended leave of absence is considered to be any illness in excess of two 24-hour shifts where an employee is on sick leave or an on-the-job injury.

9.03 NOTIFICATION

An employee who has been absent on extended leave because of sick leave or an on-the-job injury in excess of two 24-hour shifts will call and notify the on-duty Battalion Chief on each Friday by 1700 hours, advising on their current status and expected date of return.

The employee will continue to call the on-duty Battalion Chief each Friday until they return to their normal job assignment.

9.04 RETURN TO WORK

It is the employee's responsibility to notify the Company Officer responsible for staffing as soon as possible once the employee has been released or planning to return to work, so personnel staffing levels can be adjusted accordingly.

Notification must occur prior to 1700 hours on the day before the employee intends to return to work. The Captain responsible for staffing should forward the information to the on-duty Battalion Chief.