

## 202 LEAVE OF ABSENCE

1. A Leave of Absence is available only to personnel with a minimum of one year in service and that have complied with all District requirements during that year.
2. A leave of absence shall only be available upon written request to the Fire Chief and upon receipt of proper authorization at the Administration Office. The Battalion Chief shall be notified immediately by the Administration Office upon receipt of documentation.
3. A maximum leave of one year at a time is permitted, with no more than 18 months of leave in any five-year period.
4. During a leave of absence, personnel shall not respond to stations or to the scene of an incident.
5. District personnel can only return from a leave of absence upon written notification of the District Fire Chief and upon receipt of proper documentation at the Administration Office. The Fire Chief shall be notified immediately by the Administration Office upon receipt of documentation.
6. District personnel can only return to active service upon completion of training activities mandated by State and District guidelines, standards, policies and procedures, within the calendar quarter of return.
7. District personnel on a leave of absence exceeding two months shall turn in all personal protective equipment, pager and charger, uniform, identification, license plates, EMT kits, and other District property.