

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Leaves Of Absence	NUMBER: 128
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EFFECTIVE DATE: May 13, 1993	REEVALUATION DATE: May 13, 1994
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AMENDS:	DISTRIBUTION: All Department Personnel	NUMBER OF PAGES: 4
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PURPOSE

To allow an on-call employee in good standing the ability to take a leave of absence from the Auburn Hills Fire Department for any one of the following reasons;

- Educational
- Personal
- Military
- Medical

GUIDELINE

A written request, on the attached form, shall be completed and submitted to the station commander for his/her approval. The station commander must then forward the completed form to the Fire Chief.

First year probationary firefighters and officers are not eligible to request leaves of absence other than for department related medical leaves.

During any leave of absence all equipment and property issued by the Auburn Hills Fire Department, shall be returned. No leave requests will be approved without equipment being returned.

No more than six months of leave time will be approved at any one time. Personnel must return to full active duty at the expiration of the approved leave or, request an extension of the leave following the guidelines set forth in this guideline. Failure to do so will automatically result in termination of your position as an on-call firefighter/officer with the Auburn Hills Fire Department.

Personnel shall submit a written request to return to active duty ten (10) days prior to the approved leave of absence expiration.

Personnel will not be covered by any City provided benefits or insurance while on a leave of absence. A member on department related medical leave will be provided with continued insurance coverage.

Personnel will not accrue seniority while on a personal or educational leave of absence. A member on department related medical leave or military leave will continue to accrue seniority.

Personnel holding an officers position requesting a leave of absence of less than six (6) months, shall temporarily relinquish his/her current position. A temporary officer may be named by the Fire Chief and Station Commander. Personnel holding an officers position requesting a leave of absence of six (6) months or more may be required to relinquish his/her current position.

During any approved leave of absence personnel will not be permitted to participate in any fire department related activities.

Personnel returning from a leave of absence must be in compliance with the minimum employment and, training requirements established by department guideline. Personnel who do not meet these minimum requirements may be placed on six (6) months probation.

Personnel returning from a leave of absence of six (6) months or more must successfully complete a physical examination with drug screen and, may then be placed on six (6) months probation, at the established hourly rate of \$6.00 per hour. The employee will be assigned to a Field Training Officer and, must successfully complete the field training program. The employee must meet the minimum established employment and training requirements prior to completion of the probationary period.

EDUCATIONAL LEAVE

An educational leave of absence may be granted to an active member planning to attend a college or university. Proof of registration must accompany the request for leave of absence.

MEDICAL LEAVE

A medical leave of absence may be granted to an active member due to a medical condition, as directed by the employees personal medical doctor. Upon release by the employees physician a physical examination shall be conducted by the designated city physician. A release to full active duty is required from the city physician in order to terminate a medical leave of absence.

PERSONAL LEAVE

A personal leave of absence may be granted to an active member in good standing. Requests for personal leave of absence will be considered on a individual basis, based upon the need described in the leave request.

MILITARY LEAVE

A military leave of absence must be granted to an active member. Documentation of the employees military enlistment and/or commitment shall accompany the leave request. A military leave of absence will be approved for the full term or length of military commitment.

**Auburn Hills Fire Department
Request for Leave of Absence**

Date: _____ Station: _____

Name: _____

Address: _____

Telephone #: Home: _____ Work: _____

Type of Leave: Educational: _____ Medical: _____

Personal: _____ Military: _____

Length of Requested Leave: _____

Detailed Explanation of Leave Request:

With my signature I am stating that I understand the content and requirements outlined in Personnel Guideline # 128 and request this leave of absence.

Signature

Date

Station Commander

Date

The completed leave of absence request shall be forwarded to the Fire Chief for approval.

Approved _____ Disapproved _____ Leave Expires: _____

All issued Department equipment returned: Yes _____ No _____