





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Volunteer Leave of Absences	SECTION/TOPIC: PERSONNEL
NUMBER: 200-21	ISSUE DATE: 3/5/18
REVISION DATES: 3/27/18	APPROVED BY:  <hr/> PRESIDENT – BOARD OF DIRECTORS  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure outlines how the organization will administer volunteer member leave of absences.

II. SCOPE

- A. This Standard Operating Procedure applies to all Northern Wake Fire Department volunteer members with the exception of those members that are on Probation.

III. PROCEDURE

- A. Volunteer members may request a Leave of Absence (LOA) for the following reasons:

1. Medical

- a) A Medical LOA request, with an estimated date-of-return, must be submitted in writing to the Fire Chief for his/her approval.
- b) The Fire Chief will notify the Administrative Team members and the Chairperson of the Volunteer Membership Committee of the member's Medical LOA.
- c) During the Medical LOA, the member will not be allowed to participate in any fire department activities including incident response, however the member may be allowed to participate in classroom training activities but must provide a note from his/her treating physician allowing this participation.
- d) The member may not Return-To-Duty from a Medical LOA until cleared by the department's contracted physician.
- e) Any Medical LOA extending past 6-months will be re-evaluated by the Fire Chief.

2. Military

- a) A Military LOA request, with an estimated date-of-return, must be submitted in writing to the Fire Chief for his/her approval.
- b) In order to submit for a Military LOA, the member must have prior military service and have military orders for service.
- f) The Fire Chief will notify the Administrative Team members and the Chairperson of the Volunteer Membership Committee of the member's Military LOA.
- g) During the Military LOA, the member will not be allowed to participate in any fire department activities.
- h) Members may not submit for a Military LOA when they are joining the Military with extended leave obligations. This would require a resignation or dismissal.
- i) Any Military LOA extending past 6-months will be re-evaluated by the Fire Chief.

3. Education

- a) An Educational LOA request, with an estimated date-of-return, must be submitted in writing to the Fire Chief for his/her approval.
- b) The Fire Chief will notify the Administrative Team members and the Chairperson of the Volunteer Membership Committee of the member's Educational LOA.
- c) During the Educational LOA, the member will not be allowed to participate in any fire department activities.
- d) Members may not submit for an Educational LOA when they will have extended leave obligations while pursuing a college degree. This would require a resignation or dismissal.
- e) Any Educational LOA extending past 6-months will be re-evaluated by the Fire Chief.

4. Personal

- a) A member may request a LOA for personal reasons.
- b) A Personal LOA request, with an estimated date-of-return, must be submitted in writing to the Fire Chief for his/her approval.
- c) The Fire Chief will notify the Administrative Team members and the Chairperson of the Volunteer Membership Committee of the member's Personal LOA.
- d) During the Personal LOA, the member will not be allowed to participate in any fire department activities.

- e) Any Personal LOA extending past 6-months will be re-evaluated by the Fire Chief.