

## **Ponderosa FD Officer Leave of Absence Guideline**

October 27, 2008

**Purpose:** To be proactive in identifying extended outside commitments, illnesses and injury to minimize respective impacts on Ponderosa FD operations and planning.

**Scope:** This guideline applies to all officers including full time personnel. This guideline may not apply to individuals injured in the line of duty with the Ponderosa Fire Department.

### **Background**

During the course of time, there have been several instances when individual officers were affected by outside commitments, including family situations, illnesses and injury when the individual may not be able to perform their respective duties and responsibilities. The organization respects these situations and recognizes its responsibility to the individual.

### **Voluntary Leave of Absence or Reassignment**

When the officer recognizes a unique situation when excessive time commitments may affect the individual's performance, the officer will apply for a timely leave of absence or reassignment so the organization can adapt in a reasonable time period to reassign duties or assign a temporary replacement.

In the event an officer does not begin or is unable to plan for extended time away from the position, the Command Staff shall act accordingly to minimize the impact of the absence.

The Command Staff shall establish a timeline to address the situation including a return to duty clause and to take the necessary steps to maintain the duties and responsibilities of the position. This time line shall be in conjunction with the individual's current situation whenever possible.

The individual is to understand that certain benefits associated with the position may be suspended during the leave of absence or reassignment. A leave of absence for up to 60 days within a one-year period may be granted without loss of privileges or rank.

### **Return to Duty**

In the event of illness or injury, the individual must provide a qualified medical statement that allows the individual to return to full active status respective to the position vacated. Refer to the Restricted Work SOG for further guidance.

The Command Staff has the responsibility to allow the individual to return to full position status at the appropriate time; however the Command Staff reserves the right to modify any or all return to full duty situations.