

POLICY: **Leaves of Absence**
EFFECTIVE DATE: **06/10/21**
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#442

POLICY

It is the policy of the District that eligible employees are allowed to take a leave of absence (LOA) up to six months at a time. No employee will be allowed to take more than two consecutive leaves of absence.

RESPONSIBILITIES

It is the responsibility of the **employee** to request LOAs.

It is the responsibility of the **District Manager** or **Fire Chief** to review and approve a LOA request and to make such determinations on a consistent basis.

The **Personnel Officer** shall maintain a **Personnel Action Form 254-4** approving a LOA request in the employee's Personnel File.

PRACTICES

1. All employees who have completed the initial performance trial period are eligible for LOAs.
2. The employee must request a LOA or LOA extension by submitting a completed and signed **Leave of Absence Request Form 442-1** to the District Manager or Fire Chief.
3. The District Manager or Fire Chief will approve or deny the LOA request based on the following criteria:
 - A. Criticalness of the position;
 - B. Length and purpose of the LOA request; and
 - C. Work performance.
4. Upon approval or denial of a LOA request, the employee will be immediately notified.
5. A **Leave of Absence Request Form 442-1** shall be maintained in the operational file of an employee who requests a LOA or LOA extension.
6. The District Manager or Fire Chief shall forward **Personnel Action Form 254-4** approving a LOA request to the Personnel Officer.
7. Approval of a LOA request or LOA extension request entitles an employee to return to their former position or equivalent, as determined by the District Manager or Fire Chief.

8. If an employee on an approved LOA, desires a LOA extension, the employee, prior to the end of a LOA, must request of the District Manager or Fire Chief, a LOA extension and failure to do so or failure to return to work after end of a LOA may result in voluntary resignation of employment.
9. The District Manager or Fire Chief will approve or deny the LOA extension request based on the following criteria:
 - A. Criticalness of the position;
 - B. Length and purpose of the LOA extension request;
 - C. Work performance; and
 - D. Excessive LOA extensions (no more than one LOA extension is allowed at a time);
10. Upon approval or denial of a LOA extension request, the employee will be immediately notified.
11. Employees on LOAs shall not participate in District activities such as training, operations meetings, responding to incidents, etc. and should avoid being present on District property unless their presence is regarding the LOA or a meeting open to the public.

RELATED POLICIES

Separation 272

Workers' Compensation/Injury Leaves of Absence 484

Military Leaves of Absence 454

REVISION HISTORY

Revision Date	Author	Revision Details
June 8, 2021	Monte Olsen	Initial version
June 10, 2021	Monte Olsen	Added practice about employee activities during a LOA