

## **Falmouth Fire-EMS Operating Guideline**

### **Fire-EMS Leave**

#### **Objective:**

To provide all fire and EMS personnel with a clear understanding on leave of absences from the department.

#### **General Information:**

At various times members may request a leave of absence from the Falmouth Fire-EMS Department. This guideline outlines the types of leaves that exist and how members can apply for them.

#### **Guidelines:**

##### **1.) Personal Leave of Absence**

- a. Members in good standing may apply for a 6-month Personal Leave of Absence.
  - i. A letter must be sent to the Fire Chief detailing the request.
  - ii. Members must turn in all issued PPE and communications equipment while on the Leave of Absence.
  - iii. Members cannot respond to any calls until they have met the annual minimum requirements of the department.
  - iv. Members may apply for a second consecutive 6-month Personal Leave of Absence.
  - v. Members who do not meet the annual minimum requirements of the department within 12 months of leaving active service will be made inactive with the department and subject to a new application process in order to return to active status (see below).

##### **2.) College Leave of Absence**

- a. Members in good standing may apply for a 9-month College Leave of Absence.
  - i. A College Leave of Absence is used for students that are attending college away from home and are not able to respond to calls and/or weekly training.
  - ii. The member is expected to become active during the summer months.
  - iii. After being active in the summer a member may apply for another 9-month College Leave of Absence.
  - iv. A letter must be sent to the Fire Chief detailing the request.
  - v. Members must turn in all issued PPE and communications equipment while on the Leave of Absence.
  - vi. Members cannot respond to any calls until they have met the annual minimum requirements of the department.

- vii. Members that do not meet the annual minimum requirements of the department within 12 months of leaving active service will be made inactive with the department and subject to a new application process in order to return to active status (see below).

### 3.) Military Leave of Absence

- a. Falmouth Fire-EMS complies with all state and federal laws concerning military leave. Employees are expected to provide documentation of their orders as soon as reasonably possible to the Fire Chief.
- b. Members in good standing may apply for a Military Leave of Absence if they are being deployed as part of the military. The Military Leave of absence can be up to 1-year long.
  - i. A letter must be sent to the Fire Chief detailing the request.
  - ii. Members must turn in all issued PPE and communications equipment while on the Leave of Absence.
  - iii. Members cannot respond to any calls until they have met the annual minimum requirements of the department.
  - iv. Members that do not meet the annual minimum requirements of the department within 12 months of leaving active service will be made inactive with the department and subject to a new application process in order to return to active status (see below).

### 4.) Re-instatement to the Falmouth Fire-EMS Department

- a. Any member who has been inactive from the department for more than 1 year is subject to a new application process to become an active member of Falmouth Fire-EMS once again. This may include an application, interview, checking references, checking driver's license and checking the background.

These guidelines may be changed or altered by the Fire Chief at any time.