



Leave of Absence

	Table of Contents	Page
1.0	Purpose	2
2.0	Responsibilities	2
3.0	Definitions	2
4.0	Requirement	2

Revisions & Effective Date			
Letter	Description	Date	Prepared
A	Complete redesign of procedure	06/01/2004	TAB
6	Revised	06/12/2000	TAB
5	Revised	01/22/1997	TAB
4	Revised	05/01/1994	TAB
3	Revised	12/12/1990	TAB

Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 06/01/2004
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/27/2004
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2004



1.0 Purpose

- 1.1. To allow members to temporarily request to be relieved from duty due to a circumstance beyond the control of the individual and/or Fire Department.

2.0 Responsibilities

- 2.1. The Fire Chief shall assure that the individual meets all the criteria established herein.
- 2.2. The Fire Chief must place the leave of absent request into the individual's folder documenting the described dates.
- 2.3. The member requesting the leave of absence must complete the standard form and return by the date given. Failure to comply could be grounds for dismissal.

3.0 Definitions

- 3.1. None

4.0 Requirement

- 4.1. Any member of the Taylors Bridge Fire Department may request a leave of absence. This leave will not extend over sixty days. However, additional time may be requested and approved if found appropriate by the Fire Chief and/or Officers Board.
- 4.2. Each leave of absence must be in writing and the nature of the circumstance documented for the individual's file.
- 4.3. A written request by the member must be completed and reviewed by the Fire Chief in order for re-instatement back onto active status.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-313**
Date: **06/01/04**
Page: **3 of 3**
Revision: **A**

4.4. This leave of absence is only for the day-to-day activities of the fire department. It is not to be a reason for a member not having their required training hours. This training must be completed as required by the North Carolina State Department of Insurance.

4.5. If a member is not fulfilling their training obligation, then they will be removed from the membership roster.

5.0 Attachment

5.1. Leave of Absence Request