



Policy Name: Firefighter Leave of Absense	<b>Policy No: S500-06</b>
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Fire and Enforcement

## 1. Purpose

There are instances where fire fighters need to take a leave of absence ensuring they are granted this time is important for fire fighter health and well-being.

## 2. Responsibility

All volunteers are responsible for understanding the intent of this guideline, and to operate within all operating guidelines, polices and Regulations pertaining to this guideline.

## Policy Statement

The Town of Pelham will comply with all legislation relating to Leaves of Absence as outlined in the *Employment Standards Act (ESA), 2000*.

This guideline will outline the minimum and maximum time-frames a fire fighter can take for a leave of absence from Pelham Fire Services.

The following outline requirements to be met for a fire fighter to take a leave of absence:



- Contact the district chief of his or her station
- Request a leave in writing indicating the duration of time required
- The written submission is presented to the Chief or designate

A leave of absence will be granted for any reasonable period of time. All requests will be evaluated and ruled on by the Chief or designate. Prior to returning to active duty the fire fighter shall notify his district chief and present the required documents for approval.

The district chief will advise the fire fighter on the requirements for him or her to return to active duty.

#### **1. Record Keeping**

All records pertaining to the fire fighter leave of absence shall be stored and maintained using the most current record keeping procedures and maintained by fire administration.