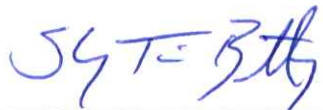




# **GATES COUNTY RESCUE SQUAD, INC**

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[www.gatesrescue.org](http://www.gatesrescue.org) 501(c)(3) Non-profit charitable organization

<b>Issued</b>	<b>Subject</b>	<b>Approved By:</b>
December 2006	<b>LEAVE OF ABSENCE (VOLUNTEER STAFF) GEN-006</b>	
<b>Revised</b>		
April 2014 January 2016		

## **PURPOSE**

To provide all volunteer staff members with the requirements and restrictions involved in the use of a leave of absence.

## **POLICY**

A leave of absence may be granted for medical or personal reasons.

Leaves of absence may be granted upon written request submitted to the Executive Committee who shall set forth the terms of the leave of absence.

## **TYPES OF LEAVE**

### Medical Leave of Absence

A medical leave of absence is to be used when an employee is unable to fulfill their job requirements for a limited time due to medical reasons.

Members who are able to resume active status must inform the Executive Committee of their availability, and present a written medical release form from a physician specifically addressing the resolution of the medical problem necessitating the leave.

### Personal Leave of Absence

A personal leave of absence is to be used when a member is unable to fulfill their commitment for a limited time due to a personal reason including military leave.

### Forced Leave of Absence/Suspension

A forced leave of absence will be imposed on any employee who is subject to disciplinary action by any Federal, State or Local Court.

## **PROCEDURE**

### Applying for Leaves of Absence

Requests for personal leaves of absence should be submitted in writing to the Chief Operational Officer. A copy of the written request will be placed in the employee's personnel file.

Approval or denial of the request will be the discretion of the Executive Committee.

The Chief will outline the terms and/or effective dates of the leave in writing. A copy of this letter will be given to the member, and a copy placed in the member's personnel file.

### Returning from Prolonged Leaves of Absence

Members desiring to return to active status after a single, continuous leave of greater than six months but less than twelve months, and who have maintained continuing education, training and certification requirements, may be required to return to a probationary status until the Operational Officers determine competency.