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| <h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3> |   |  |
| <p>General Administration</p>  | <p><i>Personal Leave<br/>Of Absence</i></p> |  <p>900.409</p> |

**PURPOSE:**

Following the exhaustion of all applicable paid leave and of applicable Family Medical Leave, a Fire Department employee may be granted a Personal Leave of Absence, at the discretion of the Fire Chief.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. Such requests for Personal Leave of Absence, except in cases of emergency, shall be applied for, in writing, at least thirty (30) days prior to the leave. In all cases, the Fire Chief must determine whether or not the leave will be detrimental to the operations of the agency. The duration of the approved leave cannot exceed ninety (90) days and in no case can the total absence, including Family Medical Leave and paid leave exceed six (6) months. Personal Leave of Absence is leave without pay. Approved Personal Leave of Absence shall be credited as service for career ladder advancements, provided the period of leave does not exceed thirty (30) days. Sick leave, vacation, and holiday benefits do not accrue at any time during a Personal Leave of Absence. Extension of insurance benefit coverage is available at the employee's expense for the duration of the leave of absence. Arrangements for the payment of insurance and other deductions should be made with the Fire Department's payroll clerk prior to the time the employee goes on leave. Refer to Policy 900.305 Summary of Benefits for method of calculating insurance premiums.
  
- B. Employees who return from approved personal leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. However, there is no job guarantee. Employment with the Fire Department will be terminated if the employee does not return to work at the scheduled time or within ninety (90) days, whichever is earlier. Personal leave of absence for disability-related reasons may be extended beyond this deadline where employee's health care provider(s) have released the employee to return to work within a reasonable period of time, or as otherwise required by law.

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| <p>Initial Approval: March 28, 2007<br/>Revision Date: 3/24/10; 3/16/11</p> | <p>Page 1 of 1</p> | <p>Sam Saunders, Chairman<br/><br/>ORIGINAL SIGNED</p> |
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