

POLICY AND PROCEDURES  
BLOOMFIELD GENOA CITY  
FIRE & RESCUE

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**LEAVE OF ABSENCE**

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ACCEPTED DATE:

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Purpose:

This procedure shall be used to determine the most appropriate and fair way of granting a Leave of Absence.

The Bloomfield Genoa City Fire and Rescue (BGCFR) service shall grant a Leave of Absence for the following reasons:

- Medical or
- Personal, relating to immediate family, work or individual

Policy:

1. Leave of Absences shall be requested in writing to the Fire Chief.
2. For eligibility the Chief's shall review Leave of Absence requests individually.
3. Leave of Absences shall be granted for no more than twelve (12) months.
4. Any leave that is granted for more than ninety (90) days. Shall have quarterly status reports. (The employee granted such leave shall give in writing to the Chief's a status report within the first week of each quarter.)
5. Any leave that is granted may require the member or employee to return all issued BGCFR equipment. This equipment will be reissued at the time or reinstatement.
6. Failure to submit a status report promptly or return to duty within the twelve (12) month's may be grounds for dismissal.

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