



MUKWONAGO FIRE DEPARTMENT
OPERATING PROCEDURES

Leave of Absence		Approved by: Chief Jeffrey R. Stien	
POL #9	Draft Date: Unknown	Revision Date: 10/13/09, 3/19/12, 2/19/13	Effective Date: 3/19/12, 3/4/13

PURPOSE: The purpose of this policy is to define leave of absence for the Mukwonago Fire Department.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge incident who will be responsible for the results of any deviation.

- A. The Mukwonago Fire Department shall grant a leave of absence for the following reasons:
 - 1. Medical or
 - 2. Personal, relating to immediate family, work or individual
- B. Leave of absences shall be requested in writing on department letterhead to the Chief of the department. The request shall include all of the following:
 - 1. Reason for the request
 - 2. Date of the request
 - 3. Effective date of the leave and the date of the return
 - 4. Signature of the requestor
- C. Leave of Absence requests shall be reviewed individually by the Chief of the Department and two other officers other than your squad captain for eligibility.
- D. Leave of absence shall be granted for no more than six (6) months within a 12 month period and shall follow all Federal/State statutes.
- E. Any leave that is granted for more than one month shall have monthly status reports.
 - 1. Status report will be conducted with the chief within the 1st week of each month.
- F. Any leave that is granted for longer than 1 month shall require the member to return all Mukwonago Fire Department equipment. Equipment will be reissued at the time of reinstatement.

- G. If the individual on a leave of absence fails to return on the date of their written request and no contact has been made to the Chief of the Department or his/her designee, it is therefore assumed the individual resigns from his/her position with the Mukwonago Fire Department effective immediately.
- H. POC excused time off will be granted as listed. All POC excused time off requests will be tracked on the scheduling software. A POC member will be granted excused time off if they are in good standing with the department. No POC excused time off will be granted during probation. Members will be granted 36 hours of excused time off after probation, 72 hours after 5 years of service and 108 hours a year after 10 years or more of service. Good standing means the member is meeting the participation requirements set forth in policy and that there are no current disciplinary actions. Once the disciplinary action(s) are void then the member would be granted their vacation time. If a member calls in sick they can use their excused time off for the coverage or they may save their excused time off and find coverage for the shift. Anytime a member is on a leave, vacation or sick time the Company Officer will ensure there is coverage for that respective member. Years of service will be calculated as of January 1 of each year. When putting in for excused time off the member must provide a minimum of two weeks' notice to find coverage.