

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Personal Leave

REVISED: 05/15/2008

POLICY: # 1700.19

APPLIES TO: All Personnel

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Southern Stone County Fire Protection District provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

Regular full-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to five (5) calendar days every one (1) year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than five (5) calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Southern Stone County Fire Protection District will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Southern Stone County Fire Protection District cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Southern Stone County Fire Protection District will assume the employee has resigned.