



INFORMATIONAL REPORT
Board of Fire Commissioners
South Bay Fire District 8

MEETING DATE	14 December 2021
DATE PREPARED	29 October 2021
FROM	Brian VanCamp
TITLE	Draft Policy 3-09 "Volunteer Leave of Absence"
BACKGROUND	<p>Background: With a substantial review and evaluation of current District human relations policies and procedures, this current policy was indicated for an update. The changes were extensive enough to prevent a reasonably understandable copy showing the edits, therefore, the draft is displayed without "code-revisor" media. A copy of the draft is attached.</p> <p>Recommendations: Approve the draft policy.</p>
COST BENEFIT ANALYSIS	N/A: required by law and agreement.
ESTIMATED ANNUAL COST	N/A
ACCOUNT	N/A
DECISION/ACTION REQUESTED	Board review at the December 2021 regular meeting and approve both at the January 2022 regular meeting.



Thurston County Fire Protection District 8

DISTRICT POLICY MANUAL

PROCEDURE TITLE:	Volunteer Leave of Absence
PROCEDURE NUMBER:	3-09-PO-01
REVISION:	3
DATE ISSUED/REVISED:	DRAFT
BOARD APPROVAL SIGNATURE:	

Leave of Absence (“LOA”) may be granted to volunteer members by the Fire Chief or Assistant Chief for extended periods of time due to work, health, educational and personal matters. This Policy does not cover career members (refer to *District Policy 3-08 “Unpaid Leave of Absence”*).

I. Notice: A volunteer member who applies for a LOA from the District must notify their Battalion Chief with as much advance notice as possible. The volunteer member may take up to six (6) months of leave. An additional 6-month extension may be approved by the Fire Chief or designee if extenuating circumstances exist.

The requesting volunteer member’s Battalion Chief will notify (email) the Assistant Chief of their recommendation and the effective dates. The Assistant Chief will review the application/recommendation. If approved, the Assistant Chief will notify all senior staff (chief officers and District Secretary) to make adjustments to membership status reporting and calendar tracking. The volunteer member is expected to maintain communications with their Battalion Chief or supervisor. All District issued PPE and equipment assigned to the volunteer member must be submitted to the District Facility and Equipment Manager or designee for the duration of their LOA. The volunteer member’s accounts for District access and security will also generally continue to be available during the leave period.

II. Leave Period: Volunteer members on LOA should contact the District Secretary if their address or contact information changes. Also, any volunteer member that is an EMT will be expected to continue to obtain ongoing training & education through Thurston County Medic One to maintain their certification status. The member on LOA is expected to keep their Battalion Chief briefed if any status changes.

If the volunteer member requests additional time for leave of absence beyond the initial 6-month period, they must communicate with their Battalion Chief. If the Battalion Chief agrees and recommends the extension, they will forward the request to the Fire Chief or their designee at least two weeks in advance of the end of their leave period. In no case will LOA be permitted for over one year. Lack of reasonable follow-up notification by the volunteer member will constitute consideration of termination of membership by the District.

III. Return to Active Status: Prior to reinstatement after the leave of absence, the volunteer member shall communicate (their intention to return to their Battalion Chief. The Battalion Chief will contact the Assistant Chief with the date the volunteer member plans to return to duty. The Assistant Chief will review and (if approved) forward the notice to all senior staff to ensure appropriate adjustment of records and calendars.

IIIa: The District Safety Officer shall review or process:

- 1) Review and confirm eligibility for return to active status, and

- 2) Review the need for the volunteer member to obtain a fit for duty evaluation (*District Policy 3-15 "Member Fit for Duty Status"*).

IIIb: The District Training Officer shall review or process:

- 1) Status of their EMS certification (if any);
- 2) Need for return-to-active status evaluation and/or re-training; and
- 3) Schedule or assign required training.

Upon successful completion of the above requirements, the District Safety Officer and Training Officer will notify the Assistant Chief to confirm the completion and the effective date they approve the member to return to duty. Fire Chief or designee will assign the volunteer member to an IR&R shift as applicable.

IV. Resignation with opportunity for reinstatement: Volunteer personnel will be eligible for a period of twelve (12) months from the date of resignation to request reinstatement to the next available volunteer recruitment that the individual is qualified for, at such time that they obtain eligible membership status.

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