




# **Pine-Strawberry Fire District Compensation and Benefits 4.6**

<b>Subject: Leave of Absence (LOA)</b>	<b>Page: 1 of 2</b>
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<b>Board Chair Signature:</b>  4/17/2025	

## **I. POLICY:**

It is the policy of Pine-Strawberry Fire District (PSFD) to provide members leave of absence (LOA) for personal, family, or medical reasons. LOA is designed to allow members to take time off, as needed, without severe disruption to PSFD operations.

- A. LOA is unpaid.
- B. During LOA, the member is required to pay health insurance premiums, including the portion normally paid for by the District.

## **II. PURPOSE:**

To provide PSFD members with time off in the event that extenuating circumstances make it necessary to be away from work for an extended period of time.

## **III. SCOPE:**

This policy shall apply to all PSFD members employed with the District for at least 12 months preceding the commencement of the leave.

## **IV. GUIDELINES:**

- A. A member requesting a LOA shall submit a written request through chain of command to the Fire Chief.
- B. At the discretion of the Fire Chief, a LOA may be approved for a period not to exceed 6 months.

- C. All LOA requests will be reviewed on a case-by-case basis and may be granted if the District's business operations are not severely disrupted or if the request does not cause undue hardship to PSFD.
- D. All paid leave benefits (PTO and sick time) shall cease to accrue during the unpaid LOA.
- E. PSPRS will accept authorized leave without pay as "service" but not as "credited service" (i.e., the anticipated retirement date may be extended).
- F. The time spent on LOA shall count toward credited service for purposes of determination of seniority within PSFD.
- G. When a member returns to work after LOA for a personal medical reason, the member must provide certification for eligibility to return to work.
- H. When the member returns to work, they are responsible for making up any training and or physicals the member missed during the LOA.

#### **V. PROCEDURE:**

- A. A member requesting LOA must submit a written request as far in advance as possible (at least 2 weeks prior, when possible, but no less than 3 days before).
  - 1. The request for LOA must include the start date, end date, and a reasonable explanation of the circumstances surrounding the LOA request and the use of PTO if applicable.
- B. The Fire Chief will coordinate with the appropriate administrative staff for payroll.