

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.7.1
2. SUBJECT: *Leaves of Absence and Time Off*
3. POLICY: The Board of Commissioners recognizes the need for employees to be away from the fire district from time-to-time. Listed below are the recognized types of leave.
4. SCOPE: This Policy and Procedure is applicable to all career personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
 - A. The District Fire Chief is responsible for enforcing this Policy and Procedure.

6. PROCEDURE:

The District has five (5) different types of leave:

- A. Vacation leave
 - B. Leave without pay
 - C. Jury and Witness leave
 - D. Administrative leave
 - E. Military Leave
- A. Vacation:
 1. Vacation leave shall accrue in accordance with the following schedule for full-time employees hired before June 1, 2001.
 - a. From time of employment through the first year of service, such employee shall accrue vacation time at the rate of ten (10) hours per month for each completed month of service.
 - b. During the 2nd through 5th years of service at the rate of 12.50 hours per month.
 - c. During the 6th through 10th years of service at the rate of 15.00 hours per month.
 - d. During the 11th and all subsequent years of service at the rate of 20 hours per month.

2. Vacation leave shall accrue in accordance with the following schedule for full-time employees hired after June 1, 2001.
 - a. From time of employment through the first year of service, such employee shall accrue vacation time at the rate of (8) hours per month of each completed month of service.
 - b. During the 2nd through 5th years of service at the rate of (10) hours per month.
 - c. During the 6th through 10th years of service at the rate of (12) hours per month.
 - d. During the 11th and all subsequent years of service at the rate of (16) hours per month.
3. No vacation benefits whatsoever shall be accrued to any employee of the District except as set forth hereinabove.
4. Unused vacation leave may be accumulated, however, the maximum amount of unused vacation time carried over from December 31, of one year to January 1, of the next year is three hundred (300) hours for full time employees. In cases where District operations have made it impractical for an employee to use vacation time, the District Fire Chief with the approval of the Board of Commissioners may authorize additional accruals. Employees will be paid for unused vacation time upon termination of employment.
5. Only 10 days of vacation leave may be used at one time by uniformed employees, regardless of the amount of leave the employee has accrued, unless special arrangements have been made with the Board of Commissioners.
6. The District Fire Chief is responsible for scheduling employee's vacations without disruption of department operations. All requests for vacation leave must be submitted to the District Fire Chief for approval.
7. When requests for vacation leave from two or more employees' conflict, the District Fire Chief shall make the determination as to which request shall be granted.
8. During the first six (6) months of employment, no employee shall be allowed vacation leave, nor shall leave be accrued. However, upon satisfactory completion of the first six (6) months, they shall be credited with their accrued vacation leave.
9. Vacation leave shall be taken at times when it will least interfere with the operations of the District in the opinion of the District Fire Chief, or the Board of Commissioners. Seniority shall be considered in establishing dates of vacation.
10. Upon termination or death, all unused accrued vacation leave shall be paid to the employee or his/her estate.

B. Leave Without Pay:

1. Leaves without pay shall be handled on a case by case basis after review of the request by the Board of Commissioners and the District Fire Chief.
2. The District Fire Chief may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year (for full time employees only).
3. Only regular full-time employees are eligible for leave without pay. The following requirements apply:
 - a. Leave may be granted to an employee for a period of up to ten (10) days upon the approval of the District Fire Chief. Further extensions are at the discretion of the Board of Commissioners.
 - b. Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
 - c. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
4. In certain circumstances, self-payment of benefits may apply. See Insurance Benefits.
5. Employee must notify the Fire District at least fifteen (15) days prior to employees expected return date from a leave of absence. When employee returns, employee will be placed in employee's last regular position, if such position remains and is available. If the Fire District has had to eliminate or fill the employees last regular position while employee was on leave, employee will be assigned to an open position for which the employee is properly qualified. If no such position exists, employee will be placed on layoff status.
6. If employee does not return from leave of absence on the day indicated in employee's original application, or in any approved extension, or within three (3) days of release by employees doctor, or if employee has been on a disability leave of absence, employee will be considered to have voluntarily resigned from employment with the Fire District as of the day on which employee began the leave of absence.
7. If the leave without pay is due to an illness, the District may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

8. The Fire District will continue to pay the District's share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while employee is on a disability leave of absence. While employee is on any other type of unpaid leave of absence from the Fire District, employee will be responsible for paying the total premiums for employee's coverage and that of employee dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow employee coverage to be reinstated.
9. Part-time employees are not eligible for leave without pay.

C. Jury and Witness Leave:

1. Full time employees may be granted time off with pay to serve on a jury or as a court witness. If the employee also receives pay from the courts for serving as a juror or witness, he/she shall reimburse the District from that pay.
2. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from duty.

D. Administrative Leave: On a case-by-case basis, the District may place an employee on administrative leave with pay for an indefinite period of time.

E. Military Leave:

2. Full-time employees who are members of the National Guard or Federal Reserve military units may be absent from their duties, without pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.
3. Part-time employees are NOT eligible for military leave.