

Weston Fire Department and EMS

Application for Leave of Absence

(Please read the attached by-laws)

I, _____, would like to request a leave of absence from the

Fire Dept. EMS Both .

Reason for Leave: (please check one)

Medical (Doctor's note required upon return)

Personal

Educational

Effective Date of Leave _____

Anticipated Date of Return _____

Additional Notes: _____

ATTENTION: Please email this completed form and any supporting documentation to tcampos@westonfirerescue.com or place in Office Manager's mailbox in the lobby at station 1.

For office use only:

Doctor's note received for return (if applicable): Date received: _____

Approved:

Denied: Reason for denial: _____

X

John C. Pokorny
Fire Chief

Actual Date of Return to Active Duty _____

**Excerpt from the Fire Department
By-Laws**

Article 11: Leave of Absence

- 11.1 **Leave of Absence** - A leave of absence may be granted by the Fire Rescue Executive Committee upon written application by the member. The Fire Rescue Executive Committee shall act on the request within thirty days after submission and inform the applicant in writing of its decision.

Members on leave shall have no Fire Rescue obligation. During a leave of absence a member may not vote, hold office or serve on a committee. Exceptions may be based on special circumstances, considered at the time leave is granted.

Upon request, members may be required to surrender their department issued equipment for the duration of leave.

If the member was an Active Member in Good Standing for a period of twelve months prior to requesting a leave of absence, the member will remain an Active Member in Good Standing for up to one year from the time the leave was granted. Although the Fire Rescue will continue to classify such a member as an Active Member in Good Standing while on leave, this notwithstanding, the member must still qualify for health insurance and tax abatement benefits consistent with the established protocol between WVFD and the Town of Weston, CT.

A leave of absence will be granted for a period of six months, at which time the applicant can reapply for an additional period of leave not to exceed an additional six months.

Active Members returning from leave of absence shall confer with the Chief of Fire Rescue before returning to duty. The Chief of Fire Rescue must certify the returning member satisfies the requirements to resume active duty.

If the member on leave of absence is unable to resume Active Status in his/her membership classification after a year and does not meet the requirements for any other membership classification their membership will terminate.

A member may appeal his/her termination, in writing, to the Fire Rescue Executive Committee. The Executive Committee's decision in the matter shall be final and binding.

- 11.2 **School Leave-** May be granted only to Active Members attending and residing at school away from Weston.

Requests for a School Leave of absence shall be submitted annually in writing to the Executive Committee, who shall act on the request within thirty days and inform the applicant in writing of their decision.

During major school recesses, members on School Leave, shall report to Fire Rescue and resume their participation in calls, meetings and drills. Members failing to do this may have their School Leave revoked by a majority vote of the Executive Committee.

11.3 **Medical Leave-** Shall be treated as a Leave of Absence consistent with article 11.1 of the bylaws.

Any member returning from a Medical Leave must present a written note from a licensed medical provider certifying the member is medically cleared to return to Active status in their membership classification and/or list any medical restrictions limiting the member's participation or activities within that classification. The note shall be given to the Chief of Fire Rescue. WVFD reserves the right to send any member returning from Medical Leave to an independent licensed medical provider for additional evaluation should there be any question about the members fitness to return to duty.

Maternity Leave shall be considered a form of Medical Leave except non-Active Fire Rescue participation shall be allowed, provided it is not contrary to a physician's orders or guidelines.

Other medical situations, especially those involving possible member reclassification, expulsion or resignation shall be reviewed by the Executive Committee on a case by case basis.

Members on Medical Leave may attend Fire Rescue meetings, drills and functions, but may not respond to calls or participate in drills.

Excerpt from the EMS By-Laws

9.3.8 Member on Leave

For the duration of the leave, standing shall be the same as it was when leave was granted

9.3.9 Member Returning from Leave or Suspension

- (1) Standing shall be the same as it was when the leave was granted, or suspension imposed.
- (2) For the remainder of the year in which a member returns to duty from leave or suspension, the participation requirements for meetings, drills and on-duty service will be pro-rated according to the months remaining in the year.
- (3) Regardless of any suspension or pro ration of participation requirements or duty obligations, the award of any benefits from the Town of Weston shall be based upon established protocols agreed between the WVFD, Inc. and the Town.