

## EL DORADO COUNTY FIRE PROTECTION DISTRICT

**POLICY TITLE: Authorized Leave**

**POLICY NUMBER: 2160**

2160.10 LEAVE OF ABSENCE WITH PAY

2160.11

Family Death: A leave of absence can be requested for a death in the immediate family. Such leave shall not exceed 5 calendar days for 40-hour employees or 2 shifts for 56-hour employees. This will be charged to employee's sick leave.

2160.111

Immediate family: spouse, parents, siblings and children.

2160.12

Jury Duty: A leave of absence will be granted when employees are subpoenaed for jury duty. All fees received from jury duty, excluding reimbursement for expenses, shall be turned over to the District. Employees shall notify the District office upon receiving a subpoena for jury duty.

2160.13

Subpoena or Deposition Request: A leave of absence will be granted when employees are subpoenaed or requested to appear for a deposition relating to District business. Employees shall notify the District office upon receiving subpoena or request for deposition.

2160.14

Military Leave: District employees shall be entitled to temporary military leave of absence for certain Armed Forces duty with pay applied to annually required 30 consecutive days of summer camp training of employee and is not required to make up such days in order to receive his/her salary.

Employees of the Fire District who are members of any reserve component of the Armed Forces shall be granted leave from work, without pay, to attend monthly scheduled reserve training. When the employee's reserve duty day falls on his/her regular shift day, he may obtain a shift trade with another qualified employee or use a day of vacation or forfeit normal pay for that shift.

If the employee chooses to take a vacation day or forfeit pay for that shift, it will be the responsibility of the District to find a replacement for that shift, if possible.

2160.15

Their sill is no loss of benefits for leave absences granted with pay.

2160.20 LEAVE OF ABSENCE WITHOUT PAY

2160.21

The Chief may grant a temporary leave of absence without pay, for a period not to exceed 60 days, in the following instances:

A. To attend classes or schools that will benefit the District.

B. In the case of a family emergency.

2160.22

The Board of Directors may grant leave of absence for extended periods. A written request must be sent to the Board secretary prior to the monthly Board meeting.

2160.23

Loss of benefits while on leaves of absence:

A. Accumulation of vacation and sick leave. (Accrued vacation and sick leave on record shall not be lost)

B. Contributions to health insurance. (Note: District will continue to pay benefits if reimbursed by the employee)

2160.30

ABSENT FROM QUARTERS WHILE ON DUTY

2160.31

No employee shall absent himself or herself from quarters, fires, or any other duty without permission from the Fire Chief or designee. Disciplinary action may be taken for violation of this policy.