

## **Shepherd Tri-Twp Fire Department**

### **REQUEST FOR LEAVE OF ABSENCE**

- Purpose;                   The purpose of this procedure is to provide guidelines to be followed by the Firefighters when requesting a leave of absence.
- Procedure;               This procedure shall be followed when there is a request for a leave of absence.
1. A request letter is to be written and given to the Fire Chief including the reason, length with the start and end dates included.
  2. The Fire Chief will review all requests, present to the Officers for their input and make the final decision.
  3. The Fire Chief will notify the Firefighter in writing of the decision.
  4. All leave requests are limited to 1 year and may be extended if requested in writing to the Fire Chief.
  5. A leave may be terminated early if requested in writing to the Fire Chief.
- Summary;                This procedure is a guideline to follow to make Firefighters requests as simple as possible.