



Huntington Community First Aid Squad

Leave of Absence (LOA) Request Form

Members Name: _____ Number #: _____

Address: _____
Street City State Zip

Date: _____ Shift (Day and Time): _____

Request LOA: From: _____ To: _____

Type of Leave (Check One)

☐

Operational

☐

Medical

☐

Educational

☐

Military

Reason (Explain Briefly): _____

Leave of Absence History (List all leaves taken within prior 12 months):

Type

Period

_____ From: _____ To: _____

_____ From: _____ To: _____

Notes: (Read Carefully)

1. If your leave exceeds certain periods you may lose your shift, your status and or your benefits. Refer to reprints on reverse side of this form for applicable sections from the SOP's (Section A) and from the Group Life Insurance Coverage Program (Section B)
2. Members must give two weeks notice for a Leave of Absence request, except for emergencies such as injury, sudden illness, death in the family, etc.
3. Members must complete all missed review trainings in order to return to operational duties.

Member's Signature: _____

Day Captain's Signature: _____

First Deputy Chief's Signature: _____

Submit Completed Form to the Secretary

Approved by the Board of Directors: ☐ Yes ☐ No Date: _____

Section 4 - Leave of Absence:

All Members asking for any form of leave are required to complete a LOA (leave of absence) Request form #146A for Operational, Educational or Military leave of absence requests or a MLOA form #146B for medical or emergency medical leaves, and all LOA requests must be approved by the Board of Directors. The completed form must be submitted to the Day Captain, 1st Deputy Chief for Company 8 members and the Vice President for administrative members. The request forms will be submitted to the Board of Directors at the meeting following the request.

Members on an operational, military or educational leave of absence (LOA) may ride or dispatch during their approved LOA period with permission of an operational officer providing their monthly review training and other mandatory training are up to date. The member may also serve on a committee during this LOA period. These occasional active duty functions will not cause a break in the approved LOA period or cause an extension of the approved LOA period. Members on a Medical LOA (MLOA) or Emergency Medical LOA (EMLOA) are subject to restrictions as outlined in 2 below.

1. **Operational, Military and Educational LOA** - A leave of absence may be requested by a nonprobationary member who is a member in good standing, and, who finds it impossible to serve on ANY Duty Tour. Probationary members who were former non-probationary members of the Youth Squad may request an educational LOA.

The member must submit a LOA form #146A to his Day Captain no less than two (2) weeks prior to the start date of the leave. The operational/military/educational LOA may be granted for:

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A. Operational - an initial 3 month period and may be extended for no more than an additional 3 months in a 12 month period.

B. Educational - an initial period of one semester and may be extended for a second semester in the same calendar year. All Educational LOA requests and extensions must include a copy of the semester schedule.

C. Military - an initial period of one year and may be renewed up to the length of the enlistment period. A copy of the orders must be submitted with the LOA request.

The member is expected to return to duty on expiration of the LOA with required certifications up to date.

2. **Medical Leave of Absences (MLOA) and Emergency Medical Leave of Absences (EMLOA)**
This information is located on the back of Form # 146B

3. **Extended Leaves:**

A. Any member who is on an LOA for three (3) months and requests a second LOA within a twelve (12) month period (from the inception of the first LOA) may lose his duty tour.

B. Members requesting extensions may be required to complete training before returning to duty as a crewleader, driver or dispatcher.

C. Members must have all required training completed before returning to duty.

D. Members on any form of leave are subject to loss of social/award programs, and group life insurance coverage will be affected as follows:

i. Operational Leave-Six consecutive months

ii. Medical or Emergency medical-twelve consecutive months unless the injury is squad related, then this period may be extended by the Board of Directors.

iii. Military Leave-twelve consecutive months

iv. Educational Leave-Six months (Paramedic course-nine months)

v. Involuntary Leave (suspension) - six months.

4. **Return from LOA** - Any member who is absent beyond their approved LOA period and does not receive an approved LOA extension from the Board of Directors, and if this unauthorized absence shall exceed ten (10) days, the member shall be subject to suspension or expulsion in accordance with the By- Laws.

The appropriate officer, Captain, First Deputy Chief or Board Vice President, will make every effort to notify the member of the leave expiration date 2 weeks prior to that date. However, it is the member's responsibility to complete the required paper work and return to duty on the specified end date of the leave or to apply for an extension two weeks prior to that end date. The member must return to duty with all required training completed and certificates active.