



Huntington Community First Aid Squad

Leave of Absence (LOA) Request Form

Medical/Emergency Medical

Members Name: _____ Number #: _____

Address: _____
Street City State Zip

Date: _____ Shift (Day and Time): _____

Request LOA: From: _____ To: _____

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 BOD: ☐ Yes ☐ No Date: _____

Huntington Community First Aid Squad Standard Operating Procedures. (rev.05/24)

2. Medical Leave of Absences (MLOA) and Emergency Medical Leave of Absences (EMLOA)

- A MLOA/EMLOA may be requested by a member who, for medical reasons, is unable to serve as an operational member, or who must restrict his participation in certain activities. A MLOA may be requested for an initial period of 3 months and extensions may be requested for additional 3-month periods for a maximum period of one year. The member must have the Medical LOA form (form #146-B) completed by his or her the squad physician. Members on any form of medical LOA may not: ride, dispatch, respond to emergency calls, march in parades, use the exercise room or participate in any squad duty or activity approved by the chief of the department or his/her designee or the Board of Directors.

In an emergency situation, when a member is admitted to the hospital, becomes incapacitated or is injured while on duty, he will be deemed to be on an Emergency Medical Leave of Absence (EMLOA). If any member exhibits signs or symptoms that he is not medically or physically fit for duty any Operational Officer may place the member on an EMLOA. The Officer taking this action must notify the member's Day Captain and the Chief or his designee immediately. The Chief or his designee will notify the Board of Directors at the next Board of Directors meeting. The EMLOA will be initially granted for 3-months. The member must submit the Medical LOA form completed by his or the squad physician within 60 days of the initial date of the EMLOA. Following the granting of an EMLOA if no MLOA form is received within the required 60 days the MLOA will be changed to an OLA.

The member may apply for an extension of the MLOA for up to an additional nine (9) months, in three (3) month increments for a total period of one year or may return to duty following the procedures denoted below. Requests for all extensions of an EMLOA must be submitted with the physician completed MLOA form #146B.

When a member is treated in the emergency room for a line of duty injury, he may return to duty without restrictions provided the emergency room release form is clear that there are no restrictions. The member must place the emergency room release form in the medical committee mailbox and notify the Medical Committee Chairperson and the Chief, or his designee, on their return to the building.

Before a member on a MLOA or EMLOA can return to duty he must submit a Return to Duty form (HCFAS #301) that must be completed by his treating or a Squad physician. The Squad Revised 05/23/2024 Page 15

will pay the cost of having the form completed by a squad physician but not the member's private physician.

All operational members requesting or on a MLOA/EMLOA must be deemed by their or the squad physician unable to ride and unable to dispatch. If a member is able to carry out the duties of a Dispatcher then that member is required to attend their duty tour as a dispatcher. If deemed unable to perform the duties of a riding or dispatching member (by their or the squad physician) that member must revisit the physician every three (3) months while on a MLOA/EMLOA and have the MLOA form #146B completed and submitted with each MLOA extension request.

While on a MLOA/EMLOA members cannot participate as an active member with another Volunteer EMS/Fire agency or their LOA will be subject to revocation.

Members on all leaves who believe they will be unable to return on LOA expiration must contact their Captain and complete a new request. If an extension is not received prior to the end date of any LOA the member will be expected to be on duty on their next regularly scheduled duty tour. Members not reporting for that duty tour will be considered to be a no show and are subject to disciplinary action.