

CLIO AREA FIRE DEPARTMENT POLICY

LEAVE OF ABSENCE

From time to time due to unforeseen circumstances employees may require a temporary leave of absence.

The Clio Area Fire Department/Authority shall grant such leaves of absence for the following reasons;

- Severe illness and/or injury
- Illness of an immediate family member
- Other job related temporary transfers
- Military Duty
- Family related issues
- Maternity

MATERNITY LEAVE

Maternity leave shall be granted for a period not to exceed 6 months unless special circumstances are verified and requested by the employee's doctor. If absence is for a greater period of time, the employee must resign. They may reapply at a later date if circumstances allow them to return to the Department.

PERSONAL LEAVE

Leaves of absence shall be for a period not to exceed 6 months except in the case of military obligation. If absence is for a greater period of time, the employee must resign. They may reapply at a later date if circumstances allow them to return to the Department.

An employee shall be allowed to return to their last position when returning from approved leave.

LEAVE DUE TO ILLNESS OR INJURY

When an individual has been granted leave of absence due to illness or injury, they must provide documentation from their doctor prior to returning to active status.

A Clio Area Fire Authority approved doctor shall examine and approve anyone returning from leave due to illness or injury, before returning to active status.

An employee shall be allowed to return to their last position when returning from approved leave provided they meet the physical requirements of the job.