



MASON COUNTY FIRE DISTRICT #4

TITLE: LEAVE

CHAPTER: 2000 NUMBER: 2200 APPROVED: 7/19/2017

APPROVED: Signature on file Bob Burbridge, Chief

The District has eight (8) different types of leave that are applicable to Employees of the District:

- a. Vacation leave
- b. Sick leave
- c. Family medical leave (see separate policy)
- d. Leave without pay
- e. Jury and Witness leave
- f. Administrative leave
- g. Military leave
- h. Maternity and Childbirth leave
- i. Performance leave

Vacation Leave

- a. Each regular full-time employee is entitled to vacation leave per this policy.
- b. An employee's vacation shall vest as of the completion of their probationary period. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits.
- c. The Fire Chief is responsible for scheduling all employee vacations without undue disruption of District operations. Leave requests shall be submitted at least four (4) weeks prior to taking vacation leave.

Sick Leave

Employees accrue and may use sick leave during their trial periods. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

Sick leave covers those situations in which an employee is absent from work due to:

1. Physical injury, illness of the employee or preventive health care;
2. The need to care for (a) a child of the employee with a health condition that requires treatment or supervision or (b) a spouse, parent, parent-in-law or



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- grandparent of the employee who has a serious health condition or an emergency condition.
3. Medical or dental appointments for the employee, dependent child, or other dependent family member if the employee is their primary caretaker, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day.
 4. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
 5. Use of a prescription drug that impairs job performance or safety;
 6. Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, performance leave, compensatory time, or leave without pay may be used.
 7. The death of an immediate family member, not to exceed three (3) days without supervisor approval.
 8. For the purpose of attending funerals for individuals not covered in item 7.
 9. Attending to emergency personal business that must take place during normal working hours.

An employee may be required to provide a letter from a physician verifying an illness when absent in excess of three (3) consecutive days. The District may also request the opinion of a second doctor at the District's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs his/her ability to perform the job.

Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the District. The District may require a written release from a physician prior to allowing the employee to return to work.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with the Fire Chief's prior approval, take leave without pay.

Leave Without Pay

The Fire Chief may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.



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The following requirements apply to leave without pay:

1. Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Fire Chief his/her designee. In the case of the Fire Chief, the Chair of the Board shall have the authority to grant leave without pay. Further extensions for all positions are at the discretion of the Chair of the Board of Fire Commissioners or his/her designee.
 2. Accrued compensatory time, if any, must be exhausted prior to taking any leave without pay.
 3. An employee's benefits will be suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits may not accrue while an employee is on leave without pay.
 4. In certain circumstances, self-payment of benefits may apply. On a case-by-case basis, the Board of Commissioners may continue medical and/or dental coverage for that employee.
 5. An employee who fails to report promptly at the end of the unpaid leave is presumed to have abandoned the position. An employee returning from an unpaid leave may, at the District's option, return to the same position or similar position at a comparable rate of pay.
5. If the leave without pay is due to an illness, they may require a written release from a physician stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

Jury and Witness Leave

Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the District may ask the employee to request a waiver from jury duty.

An employee granted such leave shall reimburse the District for any pay received while serving as a juror or witness.

Administrative Leave



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On a case-by-case basis, the District may place an employee on administrative leave with pay for an indefinite period of time, as determined by the Fire Chief or his/her designee to be in the best interests of the District.

Military Leave

Employees who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty. During military leave, the employee continues to be paid his/her or her regular salary. It does not matter whether the employee was ordered to take the training or whether he or she volunteered.

The District will reemploy the employee under terms of the federal Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. 4303 et seq. (USERRA). The reemployment rights end after five years cumulative total of military service. The rights are available whether the person is in combat, active duty for training, or inactive duty.

Military leave under USERRA is unpaid. The District will not continue employee benefits during this time unless the Employee so requests and pays for such benefits, such as health insurance premiums.

Maternity and Childbirth Leave

Members who are unable to work because of disability related to pregnancy or childbirth may take a leave of absence for the actual period of disability, as certified by the member's doctor. Medical certification will be required from the member's doctor. These Members may return to the same position, or a substantially similar one, at the end of such a leave.

Employees may request additional time off beyond the actual period of disability; vacation leave, performance leave, compensatory time, or leave without pay may be used.

Performance Leave

The Board of Fire Commissioners may grant to selected employees additional paid leave as a reward for superior performance. Employees will not be paid for unused performance leave upon termination, resignation or retirement.