

	<b>POLICY</b>	
	<b>HR-122 Leave of Absence</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	<b>2025/03/19</b>	

## Policy

A member may request a leave of absence from their duties. Such request shall not be unreasonably withheld.

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## Reason for Policy

1. To outline the guidelines for members requesting a leave of absence from their duties.
2. To assist station leadership in planning coverage resulting from a member's leave of absence.

## Definition(s)

**Types of Leave:** Leaves include but are not limited to:

Personal Leave-for personal matters requiring an extended absence  
 Medical leave-for health-related reasons  
 Family leave-to care for immediate family  
 Maternity/Paternity Leave-for new parents  
 Bereavement Leave-for the loss of immediate family  
 Education Leave-for member education  
 Work- for member work assignment/schedule

**Member:** Volunteers

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## Guidelines

A member requiring a leave of four weeks or more must submit an electronic request to their Station Leader at least six weeks in advance of the leave except in emergencies.

A leave of a shorter duration does not require a request but a notification to the Station Leader. Notification should be given with as much notice as possible.

Requests should include the reason for the leave and expected duration of the leave.

The Station Leader will review the request (and if necessary, discuss the request with the member) and provide the member with a reply within one week of the request.

The member must update the Station leader if any changes to the return date occur.

The member must notify the Station Leader at least one week before they return.

*Bill Riggs*

Bill Riggs (Mar 19, 2025 11:23 PDT)