

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.11
WHILE ON LEAVE



Adopted: 12/20/16
Reviewed: 05/08/18
Revised: 05/08/18

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To outline the responsibilities of the district as well as the employee while the employee is on a leave of absence.

References: N/A

Procedure:

1. Periodic Reporting.
 - a) If a member takes leave for more than two weeks, he/she are required to report to the District at least every two weeks on his/her status and intent to return to work.

2. Benefits During Leave.
 - a) All member benefits continue during periods of paid leave.
 - b) Member benefits for unpaid leave that operate on an accrual basis (such as annual leave and sick leave) will continue to accrue for the first 30 days of unpaid leave, unless a written member benefit plan provides otherwise.
 - c) Medical coverage and other insurance benefits continue during the first three months of any leave, after which time benefits may continue at the member's own expense for the leave period.
 - d) All allowed leave, paid or unpaid, is included when calculating length of service with the District.

3. Returning From Leave.
 - a) The District complies with all applicable laws related to reinstating members after periods of leave.
 - b) Except as required by law, the determination of whether a member will be reinstated after a leave of absence is at District discretion.
 - c) An unauthorized failure to return promptly to work at the conclusion of a leave of absence, acceptance of any other employment during a leave, or an application for unemployment compensation while on leave (which would indicate you are available for work), may be treated as a voluntary resignation.