

SUBJECT: Leave of Absence	SECTION: 103.08
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PURPOSE

To familiarize all members with the procedure that applies to request for leave of absence.

AUTHORITY AND RESPONSIBILITY

Ohio Civil Service Procedure and these rules and regulations provide for review of requests for leaves of absence of not to exceed one (1 year). It is the member's responsibility to request a leave of absence as detailed below. Any leaves granted to classified members (excludes Paid-On-Call) under this section shall be filed with the Reading Civil Service Commission in order that the civil service status of such absentees may be protected.

PROCEDURE

- A. Members requesting leave of absence shall submit a written request to the the Fire Chief.
- B. The request for leave of absence shall contain the following:
 - 1. The reason that the member would like leave.
 - 2. The date that the member would like the leave to take effect.
 - 3. The date that the member would like to return to normal duty.
- C. To return to duty at the conclusion of the authorized leave, member shall submit letter to Chief stating intent to return to active duty for filing in personnel file and with Civil Service Commission (if applicable). If the member is on leave of absence and would like to return to normal duty before his leave is up, he shall submit the request in writing to the Chief of the department.
- D. If a member is granted a leave of absence, he shall turn in all department issued equipment.