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| <b>Scotts Valley Fire Protection District</b> | <b>Policy: 1103</b>      |
| <b>Subject: Leaves of Absence</b>             | <b>ADOPTED: 02/10/99</b> |

***Policy 1103: Leaves of Absence***

**CAREER PERSONNEL**

1. The Board of Directors may grant a leave of absence, without pay, to the employees of the district in such manner as will not impair the efficiency of the district. Members guilty of abusing the leave of absence privileges will face suspension or dismissal.
2. Any request for a leave of absence shall be submitted in writing through the chain of command to the Board of Directors. The request shall include the purpose of the request and the date expected to return to work.
3. During any leave of absence period, the member granted the leave of absence shall receive neither pay nor benefits of any kind from the district. All vacation, retirement, seniority, and other similar benefit accruals will be suspended during the time period of any leave of absence.
4. Notwithstanding the foregoing, nothing in this rule is intended to prevent a member from paying for health insurance, life insurance, or other benefits available to district members through group insurance policies, while on leave of absence, so long as all costs are completely paid by the member.
5. Based on duration of the leave, the chief may require additional training requirements to assure competency.

**PAID CALL PERSONNEL**

1. The fire chief is authorized to grant or deny a leave of absence requested by paid call personnel in good standing. Such requests shall not impair the efficiency of the district.
2. The request shall be submitted in writing through the chain of command to the fire chief for consideration and shall include the purpose of the request.

Revised: 1/21/99

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Board Chairperson:

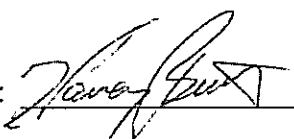



Fire Chief:



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3. During any leave of absence period, the member granted the leave of absence shall receive neither pay nor benefits of any kind from the district. Seniority and other similar benefit accruals will be suspended during the time period of any leave of absence.
4. In no case shall the leave of absence be extended beyond one (1) year.
5. During a leave of absence, paid call personnel are not permitted to respond to incidents, participate in training, or other district activities.
6. All district equipment shall be turned in at the beginning of the leave.
7. Upon reinstatement, additional special training may be required by the chief.
8. A probationary period of six (6) months shall be imposed on an employee after an absence in the excess of six (6) months.

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| Board Chairperson:  | Fire Chief:  |