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| UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL | |
| Chapter 3 <i>UFA Personnel Policies</i> | Section 9 <i>Additional Leaves</i> |

Relevant Information: Additional paid leaves may be available to employees for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby. The imposition of administrative leave, with or without pay, may also be appropriate for employment issues including deployment rehab time, platoon transfers, investigations, discipline, and employee licensing.

Policy Statement: It is the policy of the Board that the Fire Chief, in consultation with the Board, may create policies for additional periods of paid leave in reasonable amounts for such purposes of for funerals, bereavement, jury duty, witness duty, employee associations, committee work, and standby. These leaves will be periodically reviewed by the Board or Benefits and Compensation Committee as part of employee benefits during creation of the budget and may be expanded, contracted or eliminated. The Fire Chief may also create personnel policies that provide for the placement of employees on administrative leave, with or without pay as appropriate, for employment actions such as deployment rehab time, platoon transfers, investigations, discipline, and to ensuring proper employee licensing.