

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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, *Fire Chief*

1011.045

Family/Medical Leave

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PURPOSE

At times, personnel may need to take an extended leave of absence due to a serious health condition encountered by himself/herself or an immediate family member. Family/Medical leave (FMLA) requests must be made far enough in advance to ensure that adequate personnel can be scheduled to cover vacancies.

OBJECTIVE

To provide personnel with a policy that outlines the correct method for requesting FMLA.

SCOPE

Career Personnel

FAMILY/MEDICAL LEAVE

The Escambia County policy on "FMLA" is hereby incorporated into this document by reference, and except where noted, that policy shall be in effect for all personnel.

An eligible employee needing leave for one or more of the following reasons is entitled up to twelve (12) weeks of unpaid family/medical leave: 1) To care for his/her child after birth, adoption, or foster care 2) To care for one's spouse, son, daughter, or parent with a serious health condition 3) For one's own serious health condition

Annual or sick leave may be used in lieu of unpaid leave, as long as the criterion for taking FMLA has been met.

REQUESTS FOR LEAVE

Suppression personnel shall submit all FMLA requests in writing on the appropriate leave request form to the Deputy Chief. In addition, any relevant medical documentation must be attached to the request form. Requests for planned leave must be delivered to the Deputy Chief as far in advance as possible.