



POLICY MANUAL

Personnel – Time Off Ext. Time Off/Return to Work

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Code: 1 – 7 – 8

Book Chapter Subject

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8.0 Purpose: To allow personnel an orderly transition back into the work force following an extended absence.

8.01 Scope: All Fire Department Personnel

8.02 **RESPONSIBILITY**

The shift Battalion Chief or supervisor shall be responsible to identify absences of three months or more duration and to notify the Fire Chief and department Training Officer for a review of the absence.

The shift supervisor may request a review after absences of shorter duration when deemed necessary.

8.03 **PROCEDURES**

1. The review panel will consist of the Fire Chief, the shift Battalion Chief, the department's Training Officer, and the Assistant Training Officer.
2. To assist in the review process, the Training Officer will compile a list of training activities, any new Fire/EMS equipment that has been introduced, or any change in procedures that have occurred during the absence. This will be compiled on the [Employee Return to Work Review Form](#) (see attached Insert Sheet 1-7-8A1).
3. The Training Officer will schedule a meeting with the review panel and the review panel will review the data gathered pertinent to the absence.
4. After review and discussion of the data collected, the review panel will determine the course of action to facilitate the employee's transition back to the work force.
5. If refresher training is necessary, the employee will be assigned to training and work eight hours a day for the length of time needed.
6. At the conclusion of the refresher training, the review form will be placed in the employee's training file to document the review.