

Chapter IX Leaves of Absence/Employee Health Service

Subject 1 Leave of Absence, General

901.01 Purpose

- A. To provide an understanding of Fire Department policies concerning the use and approval of leaves of absence.

901.03 Policy

- A. Fire Department members shall abide by procedures set forth in this manual, the current Labor/Management Agreement and City of Cincinnati Human Resources Policies and Procedures regarding leaves of absence.

901.05 Objective

- A. Provide general Fire Department policy to members of the Cincinnati Fire Department regarding leaves of absence.

901.07 Manuals Adopted By Reference

- A. The following manuals are adopted by reference as part of this chapter:
 - 1. City of Cincinnati Human Resources Policies and Procedures
 - 2. City of Cincinnati Administrative Regulations
 - 3. Cincinnati Fire Department Report Manual
 - 4. Labor/Management Agreement

901.09 Reporting Leaves of Absence

- A. Initial requests for unscheduled leaves of absence (SWP, etc...) must be verbally communicated to the employee's immediate supervisor.
- B. Any change of Duty Status shall be reported immediately to the members immediate Supervisor so the necessary reports can be submitted and manpower changes can be made.

901.11 Off Duty Injuries/Illnesses Resulting From Outside Employment

- A. Members shall not be carried on the payroll when physically impaired due to off duty employment. Members may be returned to full duty only when their Physician states that they are capable of fulfilling their full duties. The department may require the member to be seen by Employee Health Service before returning to duty from a serious illness or injury.