



**Leave Policy - Volunteer Firefighter Service**

Responsible Official: Chief Operations Officer

Responsible Office: Human Resources

**Policy Purpose**

This policy specifies when a Regular Employee may be eligible for leave when serving as a volunteer firefighter.

**Policy Statement**

A Regular Employee who is also an Active Volunteer Firefighter may be permitted to leave work to respond to fire calls during regular hours of employment without loss of pay, annual leave, sick leave, or earned overtime accumulation. No other classification of employee is eligible for volunteer firefighter leave.

Within twelve (12) hours after the conclusion of a fire call or emergency that lasted four (4) or more hours, the Regular Employee may be permitted to take annual leave or sick leave without loss of pay. If the Regular Employee does not have annual leave or sick leave, the employee may be permitted to take leave without pay.

The employee's direct supervisor may require a written statement from the chief of the fire department verifying the employee's response to an emergency or on-call status and specifying the date, time, and duration of work.

Authority: TCA § 50-1-309

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

Regular Employee : Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated

based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

Active Volunteer Firefighter: An individual who has been deemed a volunteer by and is considered active with a fire department or fire organization.

### **Policy History**

Effective Date:

Revision Date:

Previous: PPP-69 Volunteer Firefighter Service Leave

### **Procedure (s)**

N/A

### **Procedure History**

Effective Date:

Revision Date:

### **Related Form(s)**

N/A

### **Scope and Applicability**

Primary: Human Resources