
	<b>HOLLYMEAD FIRE RESCUE</b> <b>STANDARD ADMINISTRATIVE POLICY</b>	
	<b>Subject:</b>	Volunteer Duty Requirements
	<b>Reference Number:</b>	SAP-HFR-002
	<b>Effective Date:</b>	1 September 2006
	<b>Last Revision Date:</b>	n/a
<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>	

**Purpose:**

The purpose of this policy is to outline the duty shifts and requirements for Hollymead Fire Rescue.

**Scope:**

This policy applies to all individuals who provide volunteer service at Hollymead Fire Rescue.

**Policy:**

A. Shifts

1. Twelve (12) hour shifts begin at 0700 Hours or 1900 Hours and end twelve hours later.
2. Twenty-four (24) hours shifts begin at 0700 Hours and end at 0700 Hours the following day.
3. The "sixth weekend" duty shift must be completed on either Saturday or Sunday.

B. Absence

1. In case of necessary absence from duty, the volunteer must notify his/her company officer.
2. Time missed must be made up during the same calendar month.

C. Failure to Comply with Duty Requirements

1. Failure to comply with the duty requirements respective to your volunteer status shall result in the following:
  - a. First occurrence: verbal inquiry
  - b. Second occurrence: written notification of failure to meet volunteer service expectations
  - c. Third occurrence: termination of volunteer service
2. Volunteers that miss three (3) or more consecutive, scheduled duty shifts without notification to his/her company officer are considered to have resigned from volunteer service.

D. Leave of Absence (LOA)

1. An LOA excuses a volunteer from fulfilling duty requirements.
2. LOAs may be granted at the request of a volunteer for military, academic, medical, or personal reasons.
3. The volunteer must submit a letter of request to his/her company officer requesting such leave.
4. Any volunteer in good standing who enters into active military service or returns to a full-time academic environment is automatically eligible for an LOA. At such time as he/she is released from active military service or completes academic tenure, he/she is expected to resume active duty. Resident students ("live-ins") are excluded from this provision.
  - a. Medical and personal LOAs are restricted to two (2) calendar month increments. The LOA must be approved by the individual's company officer after each two-month period. Volunteers who request leave for more than 180 consecutive days due to medical or personal reasons shall submit documentation from his/her physician indicating the extent of the illness or disability and the anticipated length of time before he/she can resume active duty.

