

Highgate Library and Community Center

Volunteer Firefighter and Medical Responder Leave Policy

Employee shall notify employer and Board of Trustees at the time the employee becomes a volunteer emergency responder and shall provide both with a written statement signed by the Chief of the volunteer fire department or the designated director or chief of the ambulance service or emergency medical services stating that the employee is a volunteer emergency responder in good standing.

An employee responding to an emergency must make reasonable efforts to notify the employer if he or she will be late or absent from work. Employer may request verification of the employee's voluntary emergency service during the leave period. Emergency response leave is unpaid leave and employee will use accumulated leave.

An employee who takes leave for this purpose may not be terminated, demoted, or discriminated against in any manner of employment. However, protection from termination does not apply if the employee is absent for the equivalent of 10 or more business days in a calendar year due to emergency responder calls.

adopted by HLCC board of trustees
April 4, 2018