

## **Leave Benefits – Volunteer Fire Department and/or Ambulance Service**

**Policy Number: 180**

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The following policy applies to County employees who are providing a community service by joining a volunteer fire department and/or ambulance service.

Employees may, with prior authorization of their supervisor, leave work to attend calls as long as their work is not adversely affected. Employees are responsible for notifying their supervisor, Department Head or other designated employee that they are leaving for an emergency call.

Employees who take time off work to assist with an emergency call may, with the approval of their supervisor or Department Head:

- Make up the missed time within the current pay period or within one week, whichever is longer.
- Use accrued vacation or compensatory time.
- Take time off without pay
- Combination of the above.