



Public Safety Meeting

AGENDA

February 5, 2008

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Leave of Absence Request](#)

III. ADJOURN



Public Safety Meeting

AGENDA

February 5, 2008

Item:

Leave of Absence Request

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Letters](#)



FIRE DEPARTMENT

Post Office Box 1249 • 139 South Madison Avenue • Monroe, Georgia 30655
Telephone 770-267-4446 • Fax 770-267-4579

January 24, 2008

City of Monroe Public Safety Committee
Mr. Cliff Peters, Chairperson
Ms. Denise Dixon
Mr. Jimmy Richardson

Dear Sirs/Madam:

Firefighter Jimmy White has been with the Fire Department since 10/15/98. He is registered by the National Board on Fire Service Professional Qualifications as a NPQ Firefighter I and NPQ Hazmat Technician. All of his annual evaluations have been satisfactory.

Firefighter White has requested that he be given a one year Leave of Absence beginning April 1, 2008 until approximately April 1, 2009. This time will be spent in Iraq as a United States Firefighter. (See Attachment (1)).

Having spent four years in the U.S. Air Force as a Defense Department Firefighter, he has been accepted for assignment pending approval of a one year Leave of Absence, without pay, per copy of City of Monroe Policies and Procedures, Section 16 -8. (Page 33). (Attachment (2)).

If the Leave of Absence is granted, I have plans to fill the position with NPQ I Qualified Temporary Firefighters for the one year period

Respectfully Submitted,

Wayne Chancey, Chief

City of Monroe Fire Department

Attachments (2)



ATTACHMENT (1)



FIRE DEPARTMENT

Post Office Box 1249 • 139 South Madison Avenue • Monroe, Georgia 30655
Telephone 770-267-4446 • Fax 770-267-4579

January 23, 2008

Chief Wayne Chancey
City of Monroe Fire Department
139 South Madison Avenue
Monroe, GA 30655

City of Monroe Public Safety Committee
Mr. Cliff Peters, Chairperson
Ms. Denise Dixon
Mr. Jimmy Richardson

Dear Sirs/Madam:

I am respectfully requesting a leave of absence from my position as a firefighter with the City of Monroe beginning April 1, 2008. I have been accepted to serve as a firefighter for the United States of America in Iraq for one year beginning April 1, 2008 until April 1, 2009. I will be leaving the Country on or about March 17, 2008 with expectations to return in approximately one year. I understand that you cannot place my position on hold for that long; however, I would like to request your consideration in allowing me to return to a job as a firefighter within the City of Monroe Fire Department when my duties are complete in Iraq.

Thank you for your consideration in this matter. Should you have any questions regarding this upcoming important endeavor, please feel free to contact me or Chief Chancey at the Fire Department.

Sincerely,

Jimmy White, Firefighter
City of Monroe Fire Department

Cc: Julian Jackson
City Administrator



Section 16. (continued)

8. **Leave of Absence Without Pay.** A Department Head, with the approval of the Personnel Administrator, may grant a regular employee a leave of absence without pay for a period not to exceed six (6) months. Leave of absence without pay for a period exceeding six months and not more than one (1) year may be granted with the approval of the Mayor and City Council or the Water, Light & Gas Commission. All departments are required to adhere to the following regulations.

- a. Leave without pay shall be granted only when it will not adversely affect the interests of the City or Water, Light & Gas Commission service
- b. Failure of an employee to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for disciplinary action.
- c. Any employee who has been granted leave of absence and plans to return before the leave period has expired shall be required to give his or her Department Head at least a one (1) week notice. Upon receipt of such written notice, the employee shall be permitted to return to work.
- d. The City and the Commission will maintain the employees current benefits.
- e. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave of absence without pay is required to notify his or her Department Head in writing within three (3) days of accepting such employment.

9. **Absence Without Leave.**

- a. An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a of leave of absence under the provisions of these regulations shall be deemed to be an absence without leave. Any such absence shall be without pay and shall be cause for disciplinary action.
- b. When an employee has taken leave of any kind or is absent without leave, his or her Department Head shall notify the Personnel Administrator in writing within the same pay period in which the leave is taken or the absence without leave occurs. Such notification may be by notation on a time card or attendance sheet or by memo, giving