



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY
URBAN SEARCH AND RESCUE
CT-TF1**



STANDARD OPERATING PROCEDURE

<i>Effective Date:</i> May 10, 2006	<i>Number:</i> A-006	<i>Revision:</i>
<i>Title:</i> Leave of Absence (Administration)		
<i>Approved by:</i>	<i>Reevaluation Date:</i> May, 2008	<i>No. of Pages:</i> 3

PURPOSE

Participation on Connecticut Task Force One (CT-TF1) involves a significant commitment, of a voluntary nature, on the part of the team member. In some instances, a personal situation experienced by the team member may affect their ability to participate on the team. This procedure establishes a guideline that provides the opportunity for an affected team member to take a leave of absence from the team.

Furthermore, this guideline will:

- Identify the process for taking a leave of absence;
- Identify the responsibilities of the affected team member and Task Force Management; and,
- Identify the process for returning to active status after the leave of absence is complete.

SCOPE

All CT-TF1 members will follow this procedure.

PROCEDURE:

1. Authority and Duration

- a. A leave of absence from the team may be granted for a period not to exceed three (3) months.

- b. The affected member's position shall be vacated and subject to re-staffing at the discretion of the management staff.

2. Submission and Approval Process

- a. The affected team member shall submit in writing, a request that clearly outlines the need and anticipated duration of the leave of absence.
- b. The affected member's Squad Officer and/or Component Manager shall endorse the request and submit a recommendation for approval or denial.
- c. The endorsed request shall be forwarded to the member's Task Force Leader for review. The review process may include an interview with the affected member.
- d. The Task Force Leader shall provide the affected member with a verbal response within seven (7) working days upon receipt of the request. A corresponding written response shall be forwarded to the affected member's provided mailing address.

Once a request is made for a leave of absence, the affected member shall return all Task Force supplied equipment and uniforms to Logistics. Logistics shall be responsible for maintaining the affected member's equipment. Upon reinstatement, the equipment shall be returned to the affected member. Should the affected member decide to separate from the team, then the equipment shall be returned to stock for reissue.

3. Extensions and Reinstatement

- a. Extensions may be granted on a case-by-case basis and are subject to the management needs of the Task Force.
 - i. The affected team member shall submit in writing to the Task Force Leader, a request for extension that clearly outlines the need and anticipated duration of the extension.
 - ii. The affected member may request one (1) extension for a period not to exceed an additional three (3) months. The maximum period for an entire leave of absence shall be for a total of six (6) months.
 - iii. The Task Force Leader shall provide the affected member with a verbal response within seven (7) working days upon receipt of the request. A corresponding written response shall be forwarded to the affected member's provided mailing address.

- b. A member desiring to be reinstated to the team shall submit in writing to the Task Force Leader, a request for reinstatement.
 - The Task Force Leader shall review the request and coordinate the reinstatement with the appropriate Component Manager.
- c. Reinstatement is not a guarantee and shall be granted on a case-by-case basis, subject to the management needs of the Task Force and position vacancies.
- d. If a member does not return after their allotted leave of absence, and has not contacted CT-TF1 for an extension to his leave, they will automatically be removed from the team.
 - Should the member wish to return to the team after separating in this manner, then they will have to re-apply and participate in the selection process.