

PERSONNEL PROCEDURES/LEAVES

A 5-05

-25. TYPES OF LEAVES**.44 MILITARY-LONG TERM:**

- A. Leave of absence granted to members enlisting or inducted into the armed forces of the United States for more than a 30-day period. (Refer to Administrative Bulletin #18). Members requesting long-term military leave shall submit an FG-68. (Refer to Vol. 5, FG-68 and Administrative Bulletin #18)

FG-68

FORWARD: Prior to leave

- ROUTING:
1. All Members – to Immediate Supervisor
 2. Immediate Supervisor – to Bureau Commander
 3. Bureau Commander to Payroll Unit
 4. Payroll Unit to Fire Chief

NOTE: Final approved copy will be sent to Personnel Services Section.

INFORMATION REQUIRED:

1. Date and time off duty.
2. Date and time of return to duty.
3. City seniority date.

- B. Military orders, two copies, shall accompany the FG-68.

When military orders are unavailable prior to leave, FG-68 shall include a statement on the back indicating orders will be forwarded as soon as they become available.

Orders for military duty must fulfill one of the following requirements:

1. Orders must bear an original signature by the military officer issuing the orders; or
2. On orders where the issuing officer's signature is a photo-copy, a military officer's ORIGINAL signature must be added to the orders and accompany this statement; "This is certified to be a true copy".
3. A member who is a commissioned officer shall not sign his own military orders.

- C. Member shall then notify their respective Bureau one week prior to the last day on duty.

- D. Military leaves may not be terminated prior to the date stated on the original orders unless written approval is obtained from the Fire Chief.

- E. Upon return to duty, member shall notify their respective Bureau with a verification of the tour of duty (one copy). The verification must contain the following:

1. Statement that the member served with the unit as outlined in the original orders.
2. Bear an original signature, with rank, of a commissioned officer affiliated with the command wherein the duty was performed.

PDAS 43, "Duty Certificate", shall be prepared by the on-duty officer at the members assignment upon return to duty.

A 5-05

-25. TYPES OF LEAVES

.50 MILITARY-ANNUAL:

A. Members requesting military leave to attend annual reserve activities shall submit an FG-68. (Refer to Vol. 5, FG-68 and Administrative Bulletin #18)

FG-68

FORWARD: Prior to leave

- ROUTING:
1. All Members – to Immediate Supervisor
 2. Immediate Supervisor – to Bureau Commander
 3. Bureau Commander to Payroll Unit
 4. Payroll Unit to Fire Chief

NOTE: Final approved copy will be sent to Personnel Services Section.

INFORMATION REQUIRED:

1. The date and time member will be unavailable for duty due to the military obligation, including travel time.
2. The date and time member will return and be available for duty.
3. City employment seniority date.

B. Two copies of military orders shall be attached to the FG-68 in all cases of Military Leave.

Exception:

A third copy of the orders, for transmittal to the Pension Department must be provided in all cases where any portion of the military leave is without pay. Unless properly signed orders are submitted, no pension credit will be given to any member on "Military Leave Without Pay" status.

If military orders are unavailable prior to leave, FG-68 shall include a statement on the back indicating orders will be forwarded as soon as they become available.

Orders for military duty must fulfill one of the following requirements:

1. Orders must bear an original signature by the military officer issuing the orders;
or
2. On orders where the issuing officer's signature is a photocopy, a military officer's ORIGINAL signature must be added to the orders and accompany this statement; "This is certified to be a true copy".
3. A member who is a commissioned officer shall not sign his own military orders.

PDAS 43, "Duty Certificate", shall be prepared by the on-duty officer at the members assignment upon return to duty.