

# ENDWELL FIRE DISTRICT

## MEDICAL LEAVE POLICY

**Number: 2023-40**

**Adopted: December 20, 2023**

The Board of Fire Commissioners of Endwell Fire District has established a policy pertaining to medical leave for all active members in the Endwell Fire District.

This policy aims to establish medical leave guidelines for all active members.

As per Article XIII of the Rules and Regulations of Endwell Fire District, the Medical Leave Policy will be as follows:

- A. Line of Duty Injury – The active member shall immediately be placed on medical leave by the Commissioner responsible for Personnel, or in their absence, by the Chairman of the Board of Fire Commissioners. The active member shall remain on medical leave until the District’s Medical Provider approves the return to active duty.
- B. Non-Line of Duty Injury/Disability – The active member may request medical leave based on submission of documentation from their treating physician that they cannot perform the normal duties of their position. The active member will then be placed on medical leave by the Commissioner responsible for Personnel, or in their absence, by the Chairman of the Board of Fire Commissioners. The active member shall remain on medical leave until released by both the active member’s personal physician and the District’s Medical Provider.
- C. Medical Restrictions - If restrictions have been imposed by a member’s treating physician, the Fire District’s Medical Provider may impose more restrictive requirements for return to duty, which shall be communicated to the member and the Board of Fire Commissioners. The Board of Fire Commissioners shall determine whether such restrictions may impose a safety risk to the member or other members and restrict or limit the duty of such members accordingly.
- D. Firefighters Who Are On Disability Leave from their place of employment are required to advise the Fire District immediately, in writing, of such disability. Those active members shall immediately be placed on medical leave by the Commissioner responsible for Personnel, or in their absence, by the Chairman of the Board of Fire Commissioners. The active member shall remain on medical leave until released by both their personal physician and the District’s Medical Provider.
- E. If the Fire Chief or the Board of Fire Commissioners observes a firefighter who may have a medical condition that may impede the firefighter’s ability to perform the normal duties of a firefighter, the Chief shall immediately inform the Board of Fire Commissioners. The Board may place the firefighter on medical leave until the firefighter has been evaluated by the District's Medical Provider.
- F. In the event that any member shall be required to take additional follow-up physical examinations when prescribed by the Board of Fire Commissioners. The cost of all physical examinations will be paid from funds provided in the Fire District’s annual budget.

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- G. The Commissioner responsible for Personnel shall administer any changes in medical leave status based upon documentation received from the District's Medical Provider, and shall report on medical leaves and status changes at the next regular Fire District meeting.
- H. The Board of Fire Commissioners requires a medical clearance from the District medical provider before an active member may return to active duty from medical leave.
- I. (1) A firefighter on medical leave shall not participate in any "Line of Duty" functions. These functions are those included in the Volunteer Firefighters Benefit Law and include, but are not limited to, emergency calls, drills, hands-on training, work details, meetings, fundraising, and parades.  
  
(2) A firefighter may perform "Administrative Only" (also referred to as "Light Duty") functions (meetings, committee functions, non-hands-on classroom training/drills, and clerical functions). In order to be eligible to perform these functions, the firefighter must first provide documented medical restrictions from their treating licensed medical professional to the Fire District's medical provider for review and approval. The Fire District may return the firefighter to inactive medical leave at any time should the firefighter not operate within their documented restrictions.
- J. The Board of Fire Commissioners shall review individuals' medical leave on an annual basis.
- K. Persons on medical leave for line of duty injuries shall continue to accrue Fire Company seniority.
- L. Persons on medical leave for other reasons may accrue Fire Company seniority in accordance with Fire Company By-Laws.
- M. Firefighters on disability leave from their place of employment are reminded that they risk loss of disability coverage and/or insurance from their employer if they are involved with any Fire District activity.
- N. Failure or refusal to comply with these procedures and guidelines may result in disciplinary action up to and including dismissal.

### **Annual Review of Policy**

The Board of Fire Commissioners will review this policy annually and make necessary amendments.

This policy was revised and adopted on December 20, 2023, and supersedes any previous version of this statement.

By order of the Board of Fire Commissioners of the Endwell Fire District.

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Revised  
Included the reference to the  
Fire District Rules and Regulations  
December 20, 2023  
Revised  
November 21, 2019  
Revised  
December 17, 2015  
Adopted March 15, 2015  
Board of Fire Commissioners