



FIRE AND RESCUE DEPARTMENT

DIVISION CHIEF OF OPERATIONS

July 18, 2013

INSTRUCTIONAL BULLETIN #13-26

TO: All Fire and Rescue Personnel

FROM: Kurtis R. Wilson, Division Chief of Fire Operations *KW*

RE: **PROBATIONARY FIREFIGHTER LOA AND OVERTIME POLICY**

Leave of Absence Policy for Probationary Firefighters is as follows:

- Prior to completing the 7-month exam, only in-station LOA's are approved.
 - SOP 212 – Probationary firefighters should not be transferred prior to satisfactory completion of the 7-month exam.
- After completing the 7-month exam, LOA's at other stations are approved.

Overtime List

- After completing the 7-month exam, the probationary firefighter may be placed on the overtime list.
 - This does not preclude the Battalion Chiefs from hiring recruits on overtime for unforeseen emergency circumstances.

Thank you for your attention in this matter and have a safe day.

KRW/afh