

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

1110.110

Leave without Pay (LWOP)

Implemented: 11/18/2022

Revised:

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Jason Catrambone, Fire Chief

PURPOSE:

Establish a policy on the utilization of leave without pay.

OBJECTIVE:

Outline situations in which LWOP maybe utilized and the procedure for requesting LWOP.

SCOPE:

Career Personnel

PROCEDURE

An employee may be placed in a leave without pay status under the following circumstances:

1. Utilization of FMLA when accrued leave has been exhausted but FMLA leave is still available.
2. Utilization of Military leave in accordance with USERRA and Florida State Statute section 115.07(1) and (2).
3. Under certain violations of general conduct as determined by the Fire Chief and Human Resources.

All leave without pay requires prior approval from the Public Safety Director and/or Human Resources.