
**CITY OF RIVERSIDE FIRE DEPARTMENT
EXPLORER POST 101**

Section: 1 Number: 1026

SUBJECT: Leave of Absence

**Effective Date: 01/12
Review Date: 01/13**

POLICY:

Weekly attendance is a cadet's responsibility. If a member cannot be consistent with their attendance, then they are responsible to meet with a Post Advisor and complete a Leave of Absence Form. It is your responsibility to make sure the Leave of Absence Form is turned into your Training Officer or a Post Advisor.

After the date on the Leave of Absence Form has surpassed, the cadet is then required to show up to the meeting on a weekly basis, unless a second leave of absence form has been submitted. All Operations Division cadets that file for a leave of absence will remain in the Operations Division upon re-arrival from the leave of absence.

Explorers are permitted to take only **TWO (2)** leave of absences per year. Each leave of absence has a limit of **THREE (3)** months. If the Explorer wishes to take his/her two leave of absences together for a total of six months max; the Explorer will be required to attend a Wednesday night meeting before the three month time limit and re submit a new leave of absence form and complete a refresher drill with a Training Officer or Advisor.

Please note that all issued safety equipment/gear will remain in the Explorer Post 101 Connex during the leave of absence. All issued safety equipment/gear shall be properly labeled with the Explorer's first and last name as well as assigned company.