



Esparto Fire Protection District

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Official Memo

To: All Staff
From: Curtis Lawrence, Fire Chief
Date: September 13, 2024
Subject: Update to Employee Handbook Sections 3.5.5 and 6.4.1

Message:

On September 12, 2024 the Esparto Fire Protection District Board of Commissioners reviewed and approved an update to sections 3.5.5 and 6.4.1 of the Capay Valley and Esparto Fire Protection District Employee Handbook. These changes were made to protect an employee's accrued vacation and/or sick leave in the event of an authorized leave of absence. The following changes were adopted:

3.5.5

For any family care and medical leave under this section, the employee is not required to **must first** exhaust all of his or her accrued vacation time and other paid accrued time off, and, for a leave relating to the employee's own serious health condition, accrued sick leave. Such paid leave will count toward the total leave allowed under this section.

6.4.1

A regular employee may be allowed a leave of absence without pay for acceptable reasons upon the prior approval of the Fire Chief. An employee may be allowed up to six months' leave of absence for medical reasons and up to one month leave of absence for leaves relating to non-medical reasons. A leave of absence under this section of over 30 days requires the prior approval of the Fire Chief. ~~Prior to taking a leave of absence under this section, the employee shall have first exhausted all of his or her accrued vacation and compensatory time off. If the leave is requested because of medical reasons, then the employee also shall have first exhausted all of his or her accrued sick leave.~~ An employee who is granted a leave under this section shall not accrue any vacation or sick leave benefits during the period of leave, but shall be entitled to maintain any health, medical or life insurance provided by the District so long as the employee pays his or her proportionate share of the premium(s) while on leave.