

## Catawba County Emergency Medical Services

### Extended Leave

This policy explains procedures which will be followed when an employee must be absent from work for an extended amount of time.

- Extended leave shall be defined as: An absence of at least 28 consecutive shifts for full time employees or two calendar months for part time employees. During this time, any meetings, training sessions, etc., that are attended will not be counted as shifts worked.
- A review board consisting of the Training Officer, the employee's Chief Trainer, and the employee's Crew Chief will look at each case individually. Should the employee in question be a Chief Trainer or a Crew Chief, this person will be excluded from the review board and the EMS manager will assume the position.
- The following options exist for re-entry in the event of extended leave
  - The employee who is out of work for an extended period of time must work with the appropriate Chief Trainer or approved designee for no less than five shifts
    - Typically this situation only requires general review of base information and evaluation to ensure continued competency.
    - During this period the employee will be functioning in a third person role only.
    - Once the five shifts have been completed the review committee will meet and determine the outcome of the remediation.
    - The employee may be released to return to work on their normal shift or other remediation may be recommended.
  - ❖ Other options that are available include:
    - Counseling session
    - Reduction of certification
    - Didactic training
    - Clinical experience
    - Reevaluation
    - Other – as defined by the review committee
  - The employee must successfully complete competency testing, consisting of a written protocol exam and practical skill evaluation.