

## **Rule 513-7-1-.09. Leave of Absence**

### **(1) Leave of Absence.**

- (a) Any member of the Fund may request a Leave of Absence from the Fund when the member is no longer an active member of a fire department and no longer qualifies for membership in the fund, by submitting a written request for such leave to the Executive Director within thirty (30) days of the date the member wishes such leave. Upon submission of the request and approval by the Board, said request shall be granted for two years. The member shall state in the request the date the member ceased to qualify for membership and any change in mailing address.
- (b) Before the end of the two year leave period, the member may, in writing, request a renewal of the leave status for an additional two years. Leaves of Absence may be renewed in such manner for an indefinite period.
- (c) If a member re-enters the fire service, the member may apply for reinstatement. A request for reinstatement shall include a completed new member application and the first month's dues payment by check, money order, or electronic payment authorization.
- (d) Pursuant to O.C.G.A. Section [47-7-41](#), the reinstatement to active membership from a Leave of Absence or an extension of a Leave of Absence shall be subject to the requirements of O.C.G.A. Section [47-7-40](#).
- (e) A member is not required nor permitted to pay dues during a Leave of Absence, and no creditable service is earned during such leave.

### **(2) Military Leave of Absence.**

- (a) A member may request a Military Leave of Absence by submitting a written request, including a copy of activation orders, to the Executive Director. Such request shall be granted for the period the member remains on active duty.
- (b) Members must rejoin the fire service and apply for re-instatement in the Pension Fund within one year of their release from active duty in order to preserve this benefit. A request for re-instatement shall include a new member application, a copy of military separation papers and the first month's dues payment by check, money order, or electronic payment authorization.
- (c) Members on military leave who pay dues currently or within one year of their return from active military service shall receive pension creditable service for the period of active duty upon which the relevant dues amount is paid.

(3) A full time firefighter may earn up to 90 days/3 months of creditable service while on unpaid medical leave so long as the leave is reported to the Fund on forms prescribed by the Board.

(4) In the event a member fails to submit requested documentation regarding his/her status, a Leave of Absence may be imposed by the Board.

**Authority:** O.C.G.A. Sec. [47-7-23](#).