



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

MEDICAL LEAVE POLICY – VOLUNTEER MEMBERS

PURPOSE: The purpose of this policy is to establish procedures to supplement City policies regarding limited duty status.

APPLICABILITY: This policy shall apply to all volunteer members of the Department of Emergency Medical Services.

POLICY STATEMENT: Establish guidelines for a member to participate in department activities when they cannot perform their regularly assigned duties due to temporary injuries or illness.

PROCEDURES

- A. Members are obligated to report the existence of any injury or medical condition which causes them to be medically restricted from performing their essential duty functions.
- B. A member who incurs an injury, illness or other medical condition and are temporarily unable to perform the essential functions of their position will be placed on Medical Leave status.
- C. A member on Medical Leave is prohibited from engaging in operational and/or patient care activities.
- D. While on Medical Leave, the member may opt to attend training, squad business meetings or perform administrative activities within the limitations of their medical condition.
- E. The member shall seek approval from the Division Chief of Administration or his designee prior to participating in any practical skills training or other work requiring physical activities. The Division Chief of Administration may refer the member to the City's Occupational Health Office for a more formal review of work limitations on a case-by-case basis.

- F. A member on Medical Leave may not operate a City-insured vehicle without approval from the department and the City's Occupational Health Office.
- G. Once a member's temporary medical condition has resolved he/she will follow the steps outlined in the Return to Work Policy prior to participating in operational and/or patient care activities.
- H. The Division Chief of Administration or their designee will periodically contact members who are on Medical Leave to verify they are not ready to return to active duty.
- I. Except in cases of duty-related injuries, members whose Medical Leave exceeds one year will be processed for administrative separation from the department.
- J. The EMS Chief or his designee, in conjunction with the City's Occupational Health Office, will review cases involving duty-related injuries lasting beyond one year. These members will be retained, reclassified or separated on a case-by-case basis.

ORDERED:



1/20/2017

EMS Chief

Date