

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations	Code: O-II-9
Return to Work Policy	
Chpt: II Scheduling / Time Management	Revised: 6/25/15 Pages: 1

I. LONG TERM ABSENCE RETURN TO WORK POLICY

A. Intent

To provide a standard system for preparing personnel to return to work enabling them to perform up to standards after a long term absence.

B. Purpose

- I. To facilitate make up of department mandatory training, testing and fitness standards. To refresh critical skills and to familiarize personnel with new policies and procedures implemented during their absence.

C. Guidelines

- I. All personnel must complete those applicable items on the Return to Work Checklist located in <H:\Group Folder\E-Forms\Return to Work Checklist.docx> His/Her duty Battalion Chief will determine what needs to be completed, and monitor and record progress.