



Security Benefit Fund
Of the
Uniformed EMT,S Paramedics & Fire Inspectors
Of District Council 37 AFL=CIO
150-39 14th Ave 2nd Fl Whitestone NY, 11357

ADVANCED LEAVE

**Any leave of absence that exceeds 30 calendar days MUST
be approved by the Department**

**All leave requests must be submitted via the chain of
command**

1) Advanced Time

- A) Qualifications: a) You must be a permanent employee
b) You must have completed probation
c) You must have exhausted all leave balances
* This includes sick leave, annual leave & comp time

- B) Time available: a) 12 Sick days
b) 10 Annual leave days

* The leave of advanced time is chargeable to future leave balances

- C) Required Documents: a) Letter requesting advanced time addressed to:

Assistant Commissioner Human Resources
9 Metrotech Plaza
Brooklyn, N.Y.

And submitted via the chain of command

This letter must include the reason for the request (including supporting medical documentation) and an estimated date of return

- b) Extended Leave of Absence Form
[Click Here for Form](#)