



Carlisle Fire Company Inc.

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Office of the Fire Chief

Policy 4215-011

Policies and Directives

Absentee Policy from Delaware State Fire School [2021-02]

Anyone who signs up for a class at the Delaware State Fire School, it will be their responsibility to call the Training Officer (Dallas McKenzie) or the Chief (Ryan Knowles) by the Wednesday prior to that weekend's class if you need to cancel your attendance of one or more days of the class.

In the incidence that one does not attend any or all of the classes you have signed up for, it will be your responsibility to reimburse the Carlisle Fire Company the amount due for each class missed. It is also your responsibility to notify the Training Officer (Dallas McKenzie) of the missed event. At **no time** shall any other Line Officer be told you missed the class prior to you notifying the Training Officer or Fire Chief first.

Procedure for remittance of payment to the Carlisle Fire Company:

1. A bill will be sent to the person who missed the class.
2. Payment in full is expected in 15 days from the day the bill was sent.
3. In the event that payment is not received with the 15 day period, then said person will be suspended from all company activities until the bill is paid.

At no time will there be a “make up” date for any classes missed due to gross negligence. Consideration will be given in the event that a day or days were missed due to an emergency. Any consideration will be made by the Line Officers and the Board of Directors.