

**NOTIFICATION OF MEMBERSHIP IN A VOLUNTEER  
FIRE/EMS/RESCUE DEPARTMENT**

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Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

To: \_\_\_\_\_

This letter serves as notice, pursuant to Indiana Code 36-8-12-10.7, that I am a member of the \_\_\_\_\_ Department. Indiana Code 36-8-12-10.7 (hereinafter referred to as "Statute") prohibits private employers of members of volunteer fire departments or emergency medical service associations from disciplining or reprimanding said employees for being absent from their jobs by reason of the employee's responding to a fire or emergency call which was received before the time that the employee was to report to work, or for leaving work to respond to a fire or an emergency scene if the employee's supervisor has approved the employee's leaving work to respond. Therefore, as a result of my volunteer activity, I may be late to, or miss, work. You as my employer may require me to present to you a written statement from the Chief of the \_\_\_\_\_ Department indicating that I was engaged in emergency firefighting or other emergency activity at the time of my absence.

Pursuant to the Statute, if you inform me, upon receipt of this letter, that I am an "essential employee", as defined in Indiana Code 36-8-12-2, then I will inform the Chief of the \_\_\_\_\_ Department that I have been designated an essential employee and must report to work on time regardless of my participation in firefighting or other emergency activities. An essential employee is one whom the employer deems essential to daily operations and whose absence would create "economic injury".

Under Indiana Code 36-8-12-10.9, you may request that I notify you if I will be absent from work because of these activities prior to the time I am scheduled to report for work.

If you have any questions regarding this new law, please do not hesitate to contact \_\_\_\_\_ of the \_\_\_\_\_ Department at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Employees Name

cc: Chief \_\_\_\_\_, \_\_\_\_\_ Department