

# Military Leave Policy

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*Effective Date: Adopted 3/83; Revised 7/83; 6/92; 8/95*

**§-I. PURPOSE** To provide regulations concerning military leave for county employees.

**§-II. SCOPE** All Employees.

## **§-III. POLICY**

Leaves of absences to perform military duty in the Armed Forces of the United States, the Military Reserves, or the National Guard will be granted in accordance with applicable state and federal laws (18 days per fiscal year). The County will also comply with applicable federal and state laws in regards to the reemployment of individuals returning from military leave.

## **§-IV. PROCEDURES**

A. An employee, other than a temporary employee, who enlists, is inducted, or is recalled to active duty in the Armed Forces of the United States for a period of not more than four years (plus an involuntary extension for not more than one year) will be granted a leave of absence. Such leave will protect the employee's service with the County.

B. Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to his former position or to a position of like seniority, status and pay for which he is qualified.

C. Employees returning from active duty must apply for reinstatement within 90 days after being released from active duty. Reservists and members of the National Guard returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Reservists and members of the National Guard returning from all other active or inactive duty for training need not apply for reinstatement. They must, however, report for work on the first scheduled working day following completion of their military duty.

D. An employee returning from military service under the provisions of this Regulation shall be entitled to the privileges that would have been accorded him had he continued in his position such as: sick leave and annual leave accrued and unused by the employee at the time of entrance into the military service; salary adjustments resulting from changes in the Compensation Plan; salary advancements as provided in the Compensation Plan (in the absence of evidence to the contrary, it shall be considered that he would have earned and received every second salary advancement).

E. An employee returning from military service under section A of this policy who has been disabled during his military service to the extent that he is incapacitated from performing his former duties, shall whenever possible, be reassigned or transferred to other duties for

which he is qualified. Such reassignment shall be, if possible, within the same compensation grade as the employee's former position.

F. Requests of employees returning from military service who seek leave to avail themselves of veteran's benefits, such as attendance in educational institutions, shall be considered on the basis as other requests for leave of absence which take into account the administrative necessities of the departments.

G. To be entitled to reemployment rights, an employee must submit a certificate of separation from military service under honorable conditions, or a certificate evidencing satisfactory completion of military service.

H. Absence from work due to orders received to report for any preinduction examination for service in the armed forces of the United States will be designated as pre-military leave and will not be charged as annual leave.

I. Employees with military duty obligations are requested to provide as much advance notice as possible of upcoming military service. Submission of a copy of your orders or a statement from the appropriate military officer will be sufficient evidence of military duty. Failure to request a leave of absence for military duty may result in loss of your reemployment rights.

J. Any hours of military leave payable under this policy must be submitted on the employee's time card.