

## **SECTION 07-10**

**Effective Date: July 1, 1996**

### **MILITARY LEAVE**

Grants of all Military Leave shall be in addition to leave otherwise allowable. The following policies shall apply to Administrative Division employees regarding Military Leave:

(A). General:

An employee entering extended active duty in the Armed Forces of the United States after June 30, 1956, shall be entitled to Military Leave without pay and to reinstatement in his or her position upon return from active duty unless in the meantime the position has been abolished. This entitlement shall extend only to such employees who:

- (i) have permanent/full-time positions with Administrative Division positions prior to entering on active military duty,
- (ii) serve not more than four (4) calendar years on active military duty or such longer periods as may be specified by the Board of Supervisors,
- (iii) have a certificate attesting that the military duty was satisfactorily completed, and;
- (iv) apply for employment reinstatement not later than three (3) calendar months following separation from active military duty, unless a longer period is request and approved by the Board of Supervisors.

(B). Active Duty:

An employee is eligible for leave without pay for active duty with the Armed Forces for up to four (4) calendar years or for the initial active duty period required for entering a reserve component. The employee may choose to use annual, overtime, or compensatory leave balances during this time so that pay is received.

In order to qualify for active duty leave, the employee must furnish the County Administrator with orders or documentation from a responsible military official that indicates the specific active duty dates. As with all leave requests, the employee should give the supervisor as much advance notice as possible. If the employee is scheduled to report for a physical examination for military service during work hours, the employee may be granted the time necessary with pay (up to eight (8) hours).

The employee should contact the County Administrator for detailed information about active military leave and reinstatement requirements.

(C). Reserve Duty:

An employee is eligible for leave with pay for up to fifteen (15) working days in a County fiscal year (July 1 through June 30) for military training duty if he/she is a member of any reserve component of the Armed Forces or the National Guard.

In order to qualify for reserve duty leave, the employee must furnish his/her department head with a copy of orders or other documentation from a responsible military official. Only the dates specified in these orders may be charged to reserve duty leave. The employee should give the department head as much notice as possible before leaving for training.

If an employee needs to be away from work for more than the allowed 15 working days, the other days must be charged to Annual, Personal, or Compensatory Leave balances, or to leave without pay. An employee may be granted leave with pay for the time required (not to exceed 8 hours) for an annual physical examination if it must be scheduled during work hours. Employees should contact the County Administrator for more detailed information.

Should there be any substantive difference between these provisions regarding Military Leave and any state or federal provisions regarding such leave as applicable to employees of local governments, such state or federal provisions shall prevail.