



MILITARY LEAVE

I. PURPOSE

To provide an income protection and a means for employees to secure time-off when called to a uniformed U.S. military service.

II. SCOPE

This policy applies to all City employees eligible to participate in the U.S. military service.

III. POLICY

Military Leave will be granted with pay in accordance with applicable State and Federal laws to employees called to a uniformed military service. Up to 15 working days per fiscal year may be taken with pay. Any employee who will be on military leave in excess of 15 days will be placed on "Military Leave Status".

If, after the employee is released from military service he/she decides not to return to work with the City, he/she must indicate such in writing or give notice, in writing, that he/she will not return and is terminating employment with the City.

IV. DEFINITIONS

A. Military Leave Status

When an employee is on military leave in excess of 15 days.

B. Uniformed Service

The uniformed services include the following:

1. the full and reserve components of the Army, Navy Marine Corps, Air Force, and Coast Guard;



2. the National Guard;
3. the commissioned corps of the Public Health Service ; and
4. any other category of persons designed as a “uniformed service” by the President in time of war or national emergency.

V. PROCEDURE

- A. An employee preparing to take authorized military leave shall furnish his/her supervisor with a copy of the military order or other appropriate certification.
- B. During Military Leave Status, the employee may choose to be paid for any vacation and/or compensatory time accrued before called to military service. Sick leave will remain on the record to be available when the employee returns. Any contribution in TMRS will remain in the retirement account.