

## **SECTION 11.6 MILITARY LEAVE**

1. Leave with full pay may be granted for members of any of the Reserve Components of the United States Armed Forces, Reserve Training or National Guard duty for a period of up to one hundred twenty hours per calendar year. Where the necessity for military leave is foreseeable, an employee must provide at least thirty days' notice of intention to take military leave. When need for military leave is unforeseeable, notice as soon as practicable is required. The employee should notify the Department Head and Auditor's Office in writing of such dates of service. The request must specify the reason for the request and the length of time desired. A copy of the military orders must be attached. A copy of the written request and military orders should be forwarded to Human Resources for filing in the personnel file.
2. A Department Head/Elected Official must reschedule an affected employee's work schedule, if at all possible, to avoid conflicts between work and the military leave to ensure that the employee works a full week.
3. Employees ordered to: 1) active military duty during a conflict; 2) state active military service; 3) service supporting the Department of Emergency Management operations; 4) service supporting the Department of Homeland Security or 5) any other official activity as required by State or Federal Government, shall be entitled to the following:

### **A. Compensation**

Employee must have a minimum of one year of service to be compensated by the County. If military pay is less than their base salary, the County pays the difference for a period not to exceed five (5) years. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters, and dependents, plus pay for sea, flight, foreign, and hazardous duty. Military pay does not include reimbursement for travel expense. When military pay exceeds the employee's County pay, there will be no additional pay from the County.

To receive supplemental pay from the County, the employee must furnish a certified statement of the military pay and allowances for the time off. The employee must either: 1) endorse and forward his/her military paycheck to the County Auditor or 2) through any other method approved by the County Auditor. If the employee fails to turn in the military pay or fails to adhere to the agreed upon method, he/she will not receive payment from the County.

### **B. Benefits**

During the military leave, there is no accrual of sick leave, injury leave, or vacation. While vacation, injury leave and sick leave do not accrue for employees on military leave, military service time does count towards longevity of employment for purposes of vacation and sick leave entitlement.

Time while on military leave is also counted as service credit in determining the eligibility for those benefits that are dependent upon length of service such as retirement, days off (Sheriff's Department), and shift assignments.

During the period of military leave, employees shall be extended the option of continuing dependent insurance coverage under the County Health and Life Insurance Programs, with the employer contribution paid by the County and the employee contribution paid by the employee. The County Health and Life Insurance Programs contain exclusions for acts of war. Employees who are called to: 1) active military duty during a conflict; 2) state active military service; 3) service supporting the Department of Emergency Management operations; 4) service supporting the Department of Homeland Security or 5) any other official activity as required by State or Federal Government should consult with the Insurance and Risk Management Department at 835-8672, if they have questions about the advantages of continuing the County Health and Life Insurance coverage during periods of military leave. If the employee discontinues coverage for dependents, he/she may re-enroll dependents consistent with the guidelines and benefits of the existing medical plan document.

The employee must also contact the Payroll Department at 835-8500 to continue or discontinue other deductions he/she might have.

4. Upon their return, such employees will be restored to their former position, or to a position of like seniority, status and pay in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994.