

MILITARY TRAINING LEAVE

Purpose:

To enable personnel to satisfy their military service training obligations.

Scope:

This policy applies to all personnel.

Policy:

Any employee required to attend military training shall be entitled to a military leave from their respective duties without loss of position or service, evaluation rating, annual leave, or other district-provided benefits.

Guidelines:

- A. Military training leave shall not exceed four calendar weeks in a calendar year.
- B. The member will return to his/her regular position upon their return.
- C. So that the employee fulfilling military training obligations does not suffer a loss of income, the district shall compensate the employee for the difference between the employee's normal rate of pay and that pay received for military service for a period not to exceed 30 days in any two consecutive years. (For the purpose of this section, "year" means the fiscal year of the United States government.) It is the responsibility of the employee to coordinate with the Administrative Assistant for arrangement of pay during the military training period.
- D. Additionally, the employee shall be eligible for a military leave without pay in the event of an employee entering full-time military service during:
 - 1. a war or period of national emergency; or
 - 2. a period of national conscription; or
 - 3. a period when the U.S. Armed Forces are serving upon an order or request of the United Nations.

In the event of such an unpaid leave, the employee shall not be entitled to all of the benefits provided during active employment (See SOG #500.20, "Leave of Absence"). Upon return to active employment, reinstatement of position and benefits shall be afforded as required by law.

Procedure:

- A. The member is required to notify his/her immediate supervisor upon receipt of military orders to report to duty. He/she should submit a copy of the military orders immediately upon request.
- B. In the case of an operations employee, he/she shall also notify the Assistant Chief of Operations in order to obtain necessary coverage.
- C. Upon return to work, the employee is required to submit a certificate of satisfactory completion of service.