

## IV. LEAVES OF ABSENCE

### D. MILITARY LEAVE

Any person who is called or ordered to active duty is entitled to certain rights upon completion of the active duty. The employee must give notice to the employer when called to duty and the duty must be satisfactorily completed for the reemployment rights to attach. Upon completion of active duty, the employee should be given documentation of the service, which will serve to put the employer on notice that the employee qualifies for reemployment. Refer to the Military Leave Policy (Attachment T) for duty time that exceeds two weeks.

Employees taking military leave either for active duty or annual training shall be compensated in one of the following ways:

- Use accumulated vacation time and receive full salary;
- Use only the accumulated vacation time necessary to make up the difference between military pay and the employee's regular salary; or
- Take leave without pay.

The employee shall inform the supervisor which of the three options will be utilized before leaving on such military leave.

Any employee who is on active military status for two (2) weeks or less, and chooses to take leave without pay, will continue to accrue vacation and sick leave and will not be required to reimburse the City for missed payroll deductions for dependent health insurance premiums.