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## SECTION 28: MILITARY LEAVE

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A. POLICY:

Leave may be granted for periods of active military service.

B. SHORT-TERM LEAVE:

Short-term military leave is leave of less than six months in duration for active military service. Such leave shall be authorized for permanent employees subject to all of the following conditions being met:

1. A permanent employee is entitled to up to eleven working days military leave per year for required military service without loss of compensation or other fringe benefits. Any employee requesting such leave must provide the mayor with a copy of the military orders placing the employee on active duty status.
2. An employee who is a member of a reserve unit of the military shall notify the immediate supervisor at least four weeks in advance of active military service and shall indicate in writing the employee's intention and anticipation with regard to participating in periods of active duty. Such written notification shall be made a part of the employee's personnel file.

C. EXTENDED LEAVE:

Extended military leave is military leave of six months or more. Extended military leave without pay may be granted to permanent employees who enlist, are drafted, or are recalled to active service in the armed forces of the United States in accordance with the Military Selective Service Act, 50 USCS Appx., Section 451 et seq. Employees on extended military leave shall be permitted to return to City employment pursuant to the following conditions:

1. The leave of absence may not exceed four years from the date of entry into the military service, unless the employee is involuntarily retained longer.
2. The employee must have satisfactorily completed the period of active duty and furnish a certificate to that effect.
3. Any employee leaving active military duty is authorized 40 days from the active duty release date in which to request reinstatement to a position of comparable status and compensation. If the employee declines an offer for a position vacancy, reinstatement rights may be canceled by the mayor.
4. If, due to a service connection disability or for some other reason, an employee is not qualified to perform all the duties of the former position, the employee shall be placed in the closest comparable position for which the employee is qualified.

D. BENEFITS:

Benefits shall not accrue for employees on short-term military leave after the eleven days leave are used, nor for employees on extended military leave.