

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: MILITARY LEAVE	DATE APPROVED:	EFFECTIVE:	POLICY NO.
	2/5/04	2/15/04	375
		REPLACES: 375 OF 10/8/02	

PURPOSE: To allow Calhoun County employees a leave of absence from their position for active, emergency, or reserve duty with the National Guard or Armed Forces of the United States.

POLICY: All Calhoun County employees required to serve in the Military under active, emergency or reserve duty will be granted a Leave of Absence per the below procedure, subject to inconsistent terms of an applicable labor agreement.

PROCEDURE:

1. ACTIVE MILITARY LEAVE

Except as provided by law or as provided under County policies covering insurance continuation, any regular employee who enters active service of the Armed Forces of the United States shall receive a military leave without pay, insurance or benefits of any kind including accrual of vacation, personal and paid-time off hours. An employee returning from military service shall be re-employed and provided benefits in accordance with the applicable Federal and State statutes or County policies. Application for military leave of absence shall be made to the Department Head and the County Administrator or designee in writing as soon as the employee is notified of a military service obligation requiring leave of absence.

2. RESERVE TRAINING/EMERGENCY LEAVE

A non-probationary employee with reserve status in the Armed Forces of the United States or membership in the National Guard who is called to participate in training sessions shall be permitted leave for this purpose. He/she shall furnish to the Employer proof of total Government compensation received for service during this period. If such Government compensation does not equal the employee's usual salary, he/she shall be paid the difference by the Employer for a period not to exceed ten (10) working days, in any one (1) calendar year, consistent with scheduled working hours prior to the leave. Any additional time which an employee may be required to serve or attend military meetings shall not be compensated by the Employer except for emergency duty to protect the rights of citizens, in which case the compensation provided for in this Section shall include an additional period not to exceed five (5) working days, consistent with scheduled working hours prior to the leave. If the employee's total Government compensation equals or exceeds his/her usual salary, there shall be no payment of salary by the Employer.

While on paid reserve training/emergency leave the Employer will continue the employee on all insurance plans that the employee was previously enrolled in. The employee will also continue to accrue vacation, personal and/or paid-time off hours while on reserve training/emergency leave. Reserve training /emergency leave shall be in addition to any vacation or paid-time off to which the employee may be entitled, but vacation or paid time off may not be scheduled consecutively with reserve training leave unless the Employer gives prior approval. An employee must submit to his/her Department Head and the County Administrator or designee a copy of his/her order to report for reserve training/emergency leave prior to such leave as a condition of being paid by the Employer. Failure to give such notification will result in a loss of paid leave benefits provided by this section.