

INTRODUCTION

In compliance with the mandates of the Military and Veterans' Code, it is the policy of this department to provide payment of regular compensation to eligible employees ordered to active military duty.

Active military duty is defined as annual training, specialized training for a specific temporary period, or military service for an extended period. This also includes periods of inactive duty training (monthly drill, etc.).

Rate of payment of compensation shall be governed by existing Memorandums of Understanding or by the Salary Resolution in the absence of a Memorandum of Understanding.

For the first thirty (30) days of active military duty service, an employee with at least one (1) year of City or Military Service shall be paid their salary and accrue all benefits (Sick Leave, Vacation, Seniority) as if they were at work.

After thirty (30) days of active duty service through one-hundred eighty (180) days of active duty service The amount of compensation will be the difference between what the employee is paid by the Armed Services while on active duty and what his/her regular City compensation would be. Benefits (Sick Leave, Vacation, Seniority) will continue to accrue as if they were at work.

Sick leave or Vacation accrued while on Military Leave will be held and credited to the employee upon return to work with the City of Taft. Employees who do not return to work following Military Leave in accordance with the Military and Veterans Code will forfeit any Sick Leave or Vacation accruals.

Compensation will be based on 174 working hours during an average thirty calendar day period. As specified by the Military & Veterans' Code, military leave time off will be calculated on a fiscal year basis (July 1 through June 30) rather than the calendar year.

The City shall continue contributions to the employee's medical and vision for the duration of the paid leave. Employee contributions (if applicable) will be deducted from salary payments made to the employee during the paid leave.

PROCEDURE

- A. Any department employee anticipating a call to active military duty shall notify his/her Department Head, in writing, of anticipated dates of absence.
- B. If an employee has the opportunity to select one of several periods for active duty, the employee shall include this information in the abovementioned notification. The Department Head may then suggest the date that would be most appropriate for departmental efficiency.

- C. When an employee is actually ordered to active duty, or when the employee becomes aware that a definite date has been established for assignment to active duty, the employee shall immediately submit a leave of absence request.

Requests for leave of absence shall be submitted with a copy of the employee's military orders attached to the concerned Department Head through the appropriate chain of command.

- D. Employees returning from Active duty must return to active employment within ninety (90) days after termination of service or within one (1) year of release if hospitalization was required at the time of release for a service connected disability.

An employee returning from military leave has the right to return to the same position or to a position in the same class at the same location that he/she was in prior to such leave. If no such position exists, the employee shall be treated as if he or she had been on working with the City when his or her former position was closed or relocated.

The right to return is granted provided that the employee returns within twelve (12) months after the first date upon which active military service could have been terminated.