

Military and Civil Leave

1412.1 MILITARY LEAVE

Regular employees who are members of the National Guard or Armed Forces Reserve will be allowed 10 work days for military training leave annually with partial compensation. Written requests for leave shall be made to the Division Director and forwarded to the Human Resources Director.

If such military duty is required beyond this 10 workday period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Regular employees who are guardsmen and reservists have all job rights specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. In order to receive pay for this leave, an employee must submit a record of his/her military pay to the Human Resource Director immediately upon return from leave.

1412.2 CIVIL LEAVE

A County employee called for jury duty or subpoenaed as a court witness for the federal or state governments or a subdivision thereof, shall be allowed leave with pay for such duty during the required absence, without charge to accumulated vacation or sick leave.

Any County employee subpoenaed as a witness for court appearances in connection with his/her official duties for the County, must remit to the County any witness fees awarded by that Court for court appearances. Any County employee who receives a travel allowance for such a court appearance shall remit that allowance to the County unless the employee used his/her personal vehicle for travel; however, for such court appearance the employee shall first attempt to secure the use of a County vehicle.