

Military Leave of Absence

Leaves of absence without pay for military or Reserve duty are generally granted to employees.

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should contact the Personnel Relations Department or the Chief Financial Officer to discuss your rights and obligations. You should also submit copies of your military orders to such person as soon as is practicable. Likewise, you must contact the Personnel Relations Department as soon as your period of service is over. Employees who meet certain requirements are entitled to reemployment. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Accrued vacation may be used for this leave if you so choose.