

## **2.62.140 MILITARY SERVICE LEAVE:**

1. A military leave of absence without pay will be granted to any employee who enters any branch of the United States armed services (uniformed services). The employee will be reinstated to the same or a comparable position if application for reemployment is made within ninety (90) calendar days of the date of an honorable discharge. Service members who have been hospitalized or are convalescing related to injury or illness incurred by military service, may have up to two (2) years to recover before they must apply for reemployment.
2. The City will continue to make retirement contributions for a total and maximum amount of five (5) years as if the returning veteran had not been absent from work unless otherwise prohibited by State or Federal law.
3. Full time regular employees who are members of a reserve unit of any branch of the armed forces or State National Guard shall be permitted paid leave for up to fifteen (15) consecutive calendar days to attend a scheduled, annual two (2) week training assignment. Only one period of paid military leave shall be allowed per calendar year and shall be compensated at their regular base rate of pay from the City. This leave shall be in addition to annual vacation leave with pay.
4. Full time regular employees who are called up to active duty by Presidential Order will be provided the following benefits:
  - a. Subject to availability of funds, the City will pay the difference between the employee's regular pay at time of call up and their military pay, for a period not to exceed twenty-four (24) consecutive months.
  - b. The City will continue to pay its share of the insurance premium for medical, dental and basic life insurance, for a period not to exceed twenty-four (24) consecutive months. The employee must notify the City, in writing, if employee wants to continue City insurance coverage.
  - c. Retirement contributions will be paid for the period of time an employee is on active duty, and upon return the employee will receive any salary increases that would have been given during their absence. Vacation and sick leave will not accrue while the employee is away on active duty.
5. Employee notice for military leave must be given to the Department Director usually accompanied by a copy of the employee's military orders no later than two (2) calendar weeks prior to the commencement of leave.
6. Military leave will not be considered hours worked for the purposes of computing overtime.