

# **CITY OF COMMERCE ADMINISTRATIVE POLICIES**

## **MILITARY LEAVE**

### **1.0 PURPOSE**

To establish procedures for requesting and accounting for leaves of absence by employees of the City for participation in obligations with the United States Armed Forces.

### **2.0 POLICY**

Military leave will be granted in accordance with applicable State and Federal laws.

### **3.0 EMPLOYEE'S RESPONSIBILITIES**

3.1 The employee is responsible for providing to their Department Head copies of all military orders which will result in a leave of absence for active military duty.

3.2 Orders must specify the duties of absence, promulgation of authority, letter order number and signature of issuing authority.

3.3 Employees are required to notify their supervisors at the earliest possible date upon learning of scheduled military duty.

3.4 Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

3.5 Inactive duty training dates (weekend drills) should be provided to the Department Head as soon as available if the dates conflict with scheduled employment with the City.

### **4.0 PROCEDURES**

4.1 All military leaves will be processed via the Absence Report form with the military orders attached.

4.2 It is the responsibility of the Department Head to annotate the use of military leave on the employee's time sheet.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL: \_\_\_\_\_



A handwritten signature in black ink, appearing to read "Roger M. McKinney", is written over a horizontal line that serves as a signature line.