

# Campbell County Fire Department Policy

General Administration

*Military Leave  
Of Absence*



900.407

## **PURPOSE:**

The Fire Department will abide by all the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government.

## **SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

## **POLICY:**


- A. As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take military leave and must provide appropriate documentation.
- B. The Fire Department recognizes the importance of the National Guard and Reserve as essential to the strength and well-being of our communities. Therefore, regular full-time and regular part-time employees who are reservists in any branch of the Armed Forces or members of the National Guard, will be granted time off for military training. The Fire Department will grant up to 15 days of military leave at full pay. If training time exceeds 15 days in one calendar year, an employee will be permitted to either use accrued vacation, holiday, or compensatory leave or take leave without pay during the military leave.
- C. Reservists called to active duty will also be paid the difference between their base salary and their military compensation if the military compensation is less. Benefit coverage will be continued while the eligible employee is on active duty provided they pay their normal portion of the cost of the benefits. When the employee returns to work, the Fire Department will make the pension contributions that would have been made had the employee been receiving their normal base salary. The employee will also be given the Sick, Vacation, and holiday accruals they would have earned during their absence.
- D. The Fire Department will make every effort to support the reservist and his/her family when the reservist is called to active duty for more than 30 days. Some of the ways this support will be demonstrated may include maintaining contact with the reservist's family, sharing correspondence from the reservist with fellow employees, and/or provide counseling for the reservist and his/her family.
- E. Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked

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Sam Saunders, Chairman

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continuously. Time limits for returning to work depend on the duration of the orders. The rules are as follows:

- a. Service of 1 to 30 days: The beginning of the next regularly-scheduled work period on the first full day following completion of service and expiration of an 8-hour rest period following safe transportation home.
  - b. Service of 31 to 180 days: Application for reinstatement must be submitted not later than 14 days after completion of military duty.
  - c. Service of 181 or more days: Application for reinstatement must be submitted not later than 90 days after completion of military duty.
- F. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

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