

Military Leave

340.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines regarding military leave. This policy applies to all employees.

340.1.1 DEFINITION

Definition related to this policy includes:

Military Duty - Can be active or inactive in nature.

340.2 AUTHORITY AND REFERENCES

- Riverside County Ordinance No. 440;
- Military and Veterans Code;
- Memorandums of Understanding (MOU);
- Management Resolution.

340.3 POLICY

An employee ordered to active or inactive temporary military duty is authorized leave time for a period up to 180 calendar days and is entitled to receive regular county salary for up to a maximum of 30 calendar (176.0 hours county paid) days of active duty a year, provided the employee has at least one year of county service immediately prior to the day on which leave begins. All of an employee's recognized military leave shall be counted as county service.

340.4 REQUEST PROCEDURE

Military leave is to be requested in advance by submitting a completed Non-Medical Leave of Absence Request form to Probation Human Resources through regular supervisory channels. A copy of the military orders must be attached. To obtain the request form and additional instructions regarding military leave, refer to the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Services/FMA-CFRA-Leaves>.

340.5 MILITARY DUTY

- (a) Military duty can be active or inactive in nature. Typically, individuals in reserve status serve one weekend a month of inactive duty and two weeks of active duty a year.
- (b) Inactive duty is not subject to the compensation provision. If the employee is scheduled to work on the days they must report for inactive duty, the department must allow time off which could be taken as vacation, compensatory time, holiday leave, or Absent Without Pay (AWOP). At the Chief Probation Officer's discretion, the employee's schedule may be adjusted so their regular days off fall on the days of inactive duty assignment to prevent loss of wages or forced use of paid leave time.

Riverside County Probation Department

Policy Manual

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