

Military Leave

Employees who are members of an organized reserve force or any armed services of the United States, the National Guard, or naval militia, are entitled to a leave of absence from duties without loss of seniority or accrued leave for all days during which you are engaged in federally funded military duty, to include training duty when called out by the Governor under Virginia Code sections 44-75, 1 or 44-78, 1. Employees who are members of the Virginia State Defense Force or National Defense Executive Reserve will be entitled to a leave of absence from duties without loss of seniority or accrued leave for all days during which they are engaged in training approved by the Governor or his designee pursuant to Virginia Code sections 44-204. Employees are entitled to regular pay during such period for up to (15) working days per federal fiscal year. With respect to employees who do not normally work approximately equal workdays or five or more days of each calendar week, the term "workday" will mean 1/260 of the total working hours such employee would be scheduled to work during an entire federal fiscal year. You may choose to use leave without pay during any period of active duty.

If you are drafted or volunteer for military service, you will be placed on military leave without pay if such a request is made in writing prior to termination. Upon receipt of an honorable discharge from the service, and assuming you have been gone less than (5) years, you may be reinstated in City employment with the same rights and privileges as you had before entering the military service per the following guidelines:

- Less than (31) days service: The employee must apply for reemployment by the beginning of the first regularly scheduled work period after the end of the duty.
- 31 to 180 days service: The employee must apply for reemployment no later than (14) days after the end of duty.
- 181 days or more: The employee must apply for reemployment no later than (90) days after the end of duty.

Service-connected injury or illness: Reporting or application deadlines are extended for up to two years if member is hospitalized or convalescing.