

608 Military Leave of Absence

608.1

Any full-time, regular employee who submits appropriate documentation requiring attendance for a period of training or other active duty as a member of the United State Armed Forces or State military forces in keeping with 431.005, Texas Government Code, will be given military leave with pay and accrue benefits, as if on the job, for a period or periods not exceeding a total of 15 working days in 1 calendar year. An employee eligible for military leave who is ordered to participate in training or other duty for more than 15 working days in 1 calendar year may, at their option; use accrued annual and/or compensatory leave or be placed on leave without pay for time in excess of 15 working days. A part-time or seasonal employee will be given up to 15 working days per calendar year authorized leave without pay for this purpose.

608.2

Any full-time, regular employee who leaves his/her position for the purpose of entering the Armed Forces of the United States, or enters service as a member of State military forces, or as a member of any of the reserved components of the Armed Forces of the United States, shall be restored to employment in the same or equivalent position as held at the time of induction, enlistment, or order to active Federal or State military duty, in accordance with 4312, Title 38, United States Code, if the employee:

- Is physically and mentally qualified to perform the duties of the position;
- Was discharged, separated or released from military service under honorable or general conditions;
- The cumulative length of all absences from employment with the City by reason of service in the uniformed service does not exceed 5 years; and
- Makes written application for re-employment within 90 days after discharge or release from active military duty and presents evidence of the discharge, separation or release.

608.3

Any full-time, regular employee who is absent from his/her position of employment by reason of service in the uniformed services may elect to maintain City health plan coverage under the terms and conditions specified in 4317, Title 38, United States Code.