



CITY OF INDIO MILITARY LEAVE POLICY

1. **Purpose**

The purpose of this policy is to define procedures for granting and documenting leaves of absence for military service while employed by the City of Indio.

2. **Policy**

It shall be the policy of the City of Indio to grant personnel a leave of absence for compulsory military service pursuant to all State laws, United States codes and statues and Military codes and statues.

3. **Procedure**

A. DEFINITION

1. Compulsory Military Service - Any ordered Federal Active Duty, State Full-Time Training Duty, or national emergency.

B. GENERAL

1. Rights and Benefits

- a. Employees of the City of Indio who have one year or more of service, or having a combination of City service and Federal military service in a period of national emergency equaling one year or more, shall receive salary for a period of 30 calendar days and shall be allowed, during any one fiscal year (July 1 - June 30):

(1) Temporary military leaves of absence.

(2) Indefinite military leave of absence.

(3) Six (6) months leave of absence.

(4) All three.

- b. When the absence is continuous and extends into another fiscal year, salary is nevertheless limited to the first 30 calendar days.

2. Weekend Drills/Meeting

- a. Employees attending weekend drills or other forms of inactive duty shall not be entitled to paid military leave.

- b. Employees shall request time off to attend weekend drills through their supervisors in advance.

- c. Employees may choose to use accrued vacation, holiday, compensatory time off (CTO), or time off without pay (WOP).

- d. Employees who do not want to be paid for weekend military drills shall complete their time sheet using "Without Pay" (WOP) for all time less than 40 hours.
- e. Supervisors shall verify that the employee's time is correctly reflected in payroll documents and that the Officer's schedule is updated in Schedule Express.

3. Time Charging

- a. Days listed on the Federal Active Duty Orders or State Full Time Training Duty Orders, including interim non-duty days (i.e., holidays and weekends) shall be counted as military leave.

4. Military Orders

- a. The Division Lieutenant of the employee shall ensure all military orders are reviewed and a copy sent to the Personnel Services Division (PSD) & Human Resources Department.
- b. The PSD shall keep and maintain the military orders for a period of two (2) years.
- c. The Department shall not accept any military orders that the employee has not signed.

REFER TO THE FOLLOWING FOR GUIDANCE ON MILITARY LEAVE & LAWS

GOVERNING CALIFORNIA STATE HUMAN RESOURCES:

- (a) Employment Rights of the National Guard and Reserve (justice.gov)
- (b) Rights and Benefits of Reservists Called to Active Duty | CHCOC
- (c) State Personnel Board (ca.gov)

- 1. Chapter 11 Military Service, Article 2 Military Leave of Absence, Section 19771-19774)