

POLICY AND PROCEDURES

NUMBER: 145

SUBJECT: Military Leave

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/1/92

REVISION DATE: 9/97, 5/05, 12/05,
11/13, 1/18



I. POLICY

The St. Louis County Department of Justice Services shall maintain a policy that conforms to Civil Service Rule XI, Section C, Ordinance No. 15,372,1991, which sets forth compensation for employees required to perform military duty.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff in active or reserve duty with a branch of the United States Armed Services are responsible for the following procedures.

III. PROCEDURES

A. Active Duty in Reserve Corps

1. Employees of the St. Louis County Department of Justice Services who are required to participate in organized training with the reserve corps of any branch of the Armed Services of the United States, and who are ordered to active duty, shall be granted Military Leave.
2. Military Leave shall be granted at full pay for a period not to exceed fifteen (15) work days, (120 hours) in any one federal fiscal year, which starts October 1st and ends September 30.
- [3. Employees requesting Military Leave *are required to submit official paperwork (i.e. a copy of military orders) detailing the*

service member's obligation to report for military service. This notification shall be submitted to the employee's *Unit Manager* for his/her knowledge and to allow for necessary changes to the schedule to be made.]

- [4. *An employee who serves in the military reserves shall ensure official paperwork specifying any drill dates for the upcoming year are submitted to his/her Unit Manager prior to any military leave being scheduled and approved.*]
- [5. Vacation and/or Compensatory time accrued may or may not be used for any additional leave requested for military reserve duty. Employees may be allowed to take military leave with "no-pay" and will not be required to use their paid time. These employees would use Code 890 for that time.]
6. For employees who work weekends and who have charged at least five (5) weekend days to military service, will have the option of having their days off switched to weekends once a month to accommodate additional weekend military service. The remaining ten (10) days will be used for the mandatory two (2) week reserve duty. It will be the Division Superintendents' responsibility to ensure that the employee is scheduled off during his/her weekend training.

B. Full-time Military Service

1. Staff who leave the employment of the St. Louis County Department of Justice Services to enter into full-time service in the Armed Services of the United State shall be governed by Civil Service Rule XI, Section C and Ordinance No. 15,372,1991.
2. A complete copy of the Civil Service Rule XI may be obtained on-line on the County's intranet.

