


Leave of Absence: **MILITARY LEAVE**



STEPS YOU NEED TO TAKE

Prior to going on a leave of absence, submit the following to your supervisor:

- A copy of your **military order**, if available, to confirm your military leave type and dates of service; and
- A **Military Leave Form** to indicate leave type, use of leave balances, any benefit changes and a designated contact, if desired.
- Next, in  **Request Absence** for a **Military** leave type, and upload your **orders** and **Military Leave Form**. Then go to your **In Box** to complete and submit the **Military Questionnaire**.

For more information, contact the
Human Resources Department

Phone: 530-889-4060

Email: PCHRD@placer.ca.gov

www.placer.ca.gov



MILITARY SERVICE WHILE EMPLOYED

Employees who are ordered to military service have several rights afforded to them through federal, state, and local laws including:

- **Uniformed Services Employment and Reemployment Rights Act (USERRA)** is a federal law providing job and benefit protection to employees who undertake military service.
- **CA Military and Veterans Code (MVC)** is a state law providing job and benefit protection to employees. Eligible employees receive their salary for hours ordinarily worked within a 30 calendar day period or during any one fiscal year for active duty.
- **Placer County** grants military leaves of absence for active and inactive military duty orders.

What is a Military Leave?

If you are a public employee and a member of the reserve corps of the Armed Forces of the United States, or of the National Guard, or the Naval Militia, you are entitled to military leaves of absences. A military leave includes active duty training, inactive duty training, encampment, naval cruises, special exercises, and similar activities for members of the reserves, the National Guard, or the Naval Militia.

Paid Military Leave

Under the California Military and Veterans Code, employees who have completed at least one year of County service, or a combination of military and County service may be eligible for paid military leave for **active duty**. As an eligible employee, you will receive your normal County pay for scheduled work hours during a 30 calendar day period for qualifying leave(s) in a fiscal year (July 1st—June 30th). After paid military leave exhausts, you may choose to use your leave balances (excluding sick leave) to remain in a paid status. Employees on **inactive duty** are not eligible for paid military leave, but you may choose to use your leave balances to remain in a paid status.

Placer County Benefits While on a Military Leave

You will continue to be responsible for your normal **employee share** of premium costs while on a leave of absence. Your benefit premiums will be paid through the payroll process and all your benefits remain intact while in a paid status and using leave accruals. Should you go into an unpaid status, you will be responsible for **both the employee and employer share of the premium costs** and billed through Placer County Revenue Services.

- You may choose to temporarily discontinue your benefit coverage (medical, dental, vision, life insurance and AD&D) by submitting the **Military Leave Form** and other corresponding benefit forms to Human Resources. Armed services health care benefit questions must be directed to your military unit. Upon your return, your benefits will be reinstated with no waiting period, once you have notified the Placer County Human Resources Department.
- If you were in an unpaid status and used **Management (PCLEMA) or District Attorney/Child Support Attorney Leave**, which is earned on a **pro-rated** basis, you may be required to pay back a portion of the hours earned or used.

Request for Leave

When requesting a leave, in **Workday**, **Request Absence** for a **Military** leave type, entering the leave dates and indicating if your military leave is for active duty or inactive duty. You will upload your **orders** (if available) and a **Military Leave Form**. Then you will go to your **In Box** to complete and submit the **Military Questionnaire**. Once you submit the questionnaire, you have completed the steps for requesting a military leave.

When you complete the **Military Leave Form**, you will identify the type of military leave orders you received (active duty or inactive duty), your preference for leave accrual use and benefit continuation, and you may designate a contact person, if you choose to do so.

Returning From Leave

Military orders determine when you must report back to work.

- If you are in a **probationary period** prior to your leave, upon your return, you must complete the required service hours to fulfill your probationary period.
- If you have been working for the County for at least one year before your military leave starts, and your leave is 180 days or less, upon your return you will receive the same vacation, sick leave, and holiday accrual and the same rights and privileges to promotion, continuance in office, employment, reappointment to office, or reemployment that you would have received if you were still at work.

CalPERS Service Credit

You have the right to purchase service credit for past active duty military service, served currently or prior to establishing CalPERS membership. For more information, you can go online to CalPERS at www.calpers.ca.gov, search under "Forms and Publications" for PUB 15, **A Guide to Your CalPERS Military Service Credit Options**.

