

Policies and Procedures

Number 12

MILITARY TRAINING

I. General:

The City will grant a military leave of absence with pay to any employee called to temporary active or inactive duty for training purposes with the National Guard, or a reserve unit of the United States, or for attending evening or weekend military training which conflicts with his/her work schedule. Time off shall be granted for the purposes of attending the military training for a period not to exceed seventeen (17) working days in any one calendar year.

II. Reserve or Guard Active Military Service (not annual training):

The City shall grant a military leave of absence to any employee called to active military service (not annual training) with the National Guard, or a military reserve unit of the United States. For the purpose of active military service (not annual training) the first thirty (30) calendar days of any such leave of absence shall be with full pay from the City.

III. Request for Military Leave:

The employee shall be required to submit a copy of orders or statement from the appropriate military commander as evidence of such duty to his/her Department Head. The orders or statement must be attached to a Personnel Authorization Form requesting military leave. The request must be sent to the Human Resources Department for processing.

IV. Military Leave Without Pay:

The employee is required to submit a copy of orders or statement from the appropriate military commander as evidence of such duty to his/her Department Head. The orders or statement must be attached to a Personnel Authorization Form requesting military leave. The request must be sent to the Human Resources Department for processing. In the event military leave is required in excess of the time allowed in paragraphs I and II, the employee may be granted additional leave without pay or he/she may elect to use earned vacation (annual leave) or PTO. Vacation (annual leave) and PTO will not be required prior to allowing leave without pay. If an employee is receiving supplemental pay in accordance with paragraph V. below, the employee may not use vacation (annual leave) or Paid Time Off (PTO).

V. Supplemental Pay

Effective October 1, 2001, members of the National Guard or Reservists called to active military service (not annual training) may have, during their period of active military service, their military pay supplemented by an amount not to exceed their regular base City pay (i.e., no overtime, certification pay, educational incentive pay or special duty pay, etc.) for up to twelve (12) months immediately following the thirty (30)

days full pay status as described in paragraph II. above. Such employee may elect to receive supplemental pay in lieu of using Annual Leave (vacation), PTO, or Leave Without Pay. Said supplemental pay shall cease immediately upon termination of the period of active military service. Unless renewed by City Commission action, this subsection (V) shall be repealed effective April 1, ~~2005~~2006.

VI. Benefits

An employee called to active duty has the option to continue or cancel coverage in City Health and Basic Life insurance plans the employee was enrolled in at the time of reporting for active duty. For those who elect to continue coverage, any premium amounts due from the employee will continue to be deducted from each payroll unless the military pay supplement as described in paragraph II above is not sufficient to cover the cost of premium, in which case the employee will be responsible for making the payments. Failure to make these payments on time will cause the benefit coverage to be canceled.

A. City Health Insurance and Basic Life Insurance

Effective October 1, 2001, for members of the National Guard and Reservists called to active military service (not annual training), the City of Gainesville will continue to pay the City portion of the premiums for City health and basic life coverage. The employee will continue to be responsible for any amount the employee had been paying. This continued payment of insurance premiums by the City beyond the first thirty days, is an enhancement of Federally required USERRA benefits and shall cease immediately upon termination of the period of active military service if the employee does not return immediately to City employment. Unless renewed by City Commission action, this subsection (VI. A.) shall be repealed effective April 1, ~~2005~~2006.

B. Re-Enrollment

Any employee who cancels City Health or Basic Life insurance coverage upon being called to active duty may re-enroll in that same coverage if the employee returns to work no later than ninety (90) calendar days after separation from military service by submitting an application to City of Gainesville, Risk Management within thirty-one (31) calendar days after returning to work. Generally, any waiting period and pre-existing condition provisions of any coverage will not apply.

Following April 1, ~~2005~~2006, employees must re-enroll within guidelines established under Federal law, which may be up to 90 days depending on circumstances.

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