



Policy Revision Request

Requestor Name Jeff Greenwalt/Janet Thomas Emp # 4647

This revision applies to Existing Policy 05-06-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

To clarify confusion over the current wording of policy and keep in line with city policy.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

955 Attendance and Leave

955.14 MILITARY LEAVE

An employee who is responding to orders of the US Armed Forces will be granted up to fifteen (15) working days, not to exceed 120 hours, of paid military leave per federal fiscal year (October 1 through September 30). The number of hours that constitute one day for Military Duty pay will be based on the individual's regular work week and are based on a 40 hour work week, working 8 hour days. Sworn employees who are subject to a Meet and Confer Agreement in regard to military leave may accrue in excess of 120 hours pursuant to the terms of the Agreement.

Military leave is used for time in which the employee is required to attend military functions during regularly scheduled work hours. Authorized military functions include regularly scheduled "weekend drills" and meetings, physical examinations for selection or admission into the military, physical examinations to maintain a selective service rating or reserve status, travel time, etc.

1. Employees shall provide notice to the Department prior to the dates when military leave, with or without pay, or any other approved leave method is used to attend required military drills or training.
2. The appropriate leave request form will be completed, designating the type of leave to be used. It is not required that copies of written training orders be attached before approval may be given. Copies should be attached or forwarded to the immediate supervisor as soon as possible.

- (b) Military Leave will not be used for:
1. Hours before or after regularly scheduled work hours; or
 2. Regularly scheduled days off; or
 3. Scheduled overtime.
- (c) Whenever possible, employees required to attend short Reserve or Guard training sessions that conflict with regular work hours will, at the employee's request, have their schedule adjusted so they may work a full 40-hour week.
- (d) Military leave will not be granted for diagnosis or treatment of any service related sickness or disability, for obtaining or sustaining any disability rating, or for treatment in any government facility.
- (e) When tours cumulatively exceed the total of 15 days, (120 hours), of military Leave, City Personnel Policy allows employees called to active duty to ~~continue receiving pay while their active military duty continues.~~ apply for a military supplement. Eligible employees shall be paid an amount necessary to bring their total earnings, inclusive of all military pay, allowances, and bonuses to the base pay earned from the City at the time they were called to active military service. Base pay earned from the City is the employee's hourly or salaried rate, excluding all allowances. Sworn employees who are subject to a Meet and Confer Agreement in regard to military leave may apply for the military supplement for any applicable hours in excess of 120 hours pursuant to the terms of the Agreement.