



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 074**

Military Leave of Absence

I. PURPOSE

To enable members to satisfy their military reserve service obligations.

II. SCOPE

This policy applies to all members.

III. POLICY

Any eligible member required to attend military reserve training shall be entitled to a military leave from the member's duties without loss of position or service, evaluation rating, benefit accrual or other District-provided benefits.

IV. GUIDELINES

- A. Military reserve training leave shall be granted for military duty required in order to meet training obligations.
- B. Military training leave shall not exceed 30 calendar days in two consecutive calendar years.
- C. Additionally, in the event of a member entering full-time military service during:
 - (a) a war or period of national emergency, or
 - (b) a period of national conscription, or
 - (c) a period when the U.S. Armed Forces are serving upon an order or request of the United Nations,

the member shall be eligible for a military leave. Upon return to active volunteer employment, reinstatement of position and benefits shall be afforded as required by law.

V. PROCEDURE

- A. The member shall notify the immediate supervisor upon receipt of military orders to report to duty. The member should submit a copy of the military orders immediately upon receipt. The Fire Chief shall review such orders in advance in order for the military leave to be approved.
- B. Upon return to work, the member shall submit a certificate of satisfactory completion of service.

Approved by the Mescal-J6 Fire District Governing Board on January 4th, 2016. Replaces February, 2012