



LARAMIE COUNTY GOVERNMENT

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| TITLE Military Leave | APPROVAL DATE 5/5/1988 |
| SECTION Time Off/Leaves of Absence | REVISION DATE 1/15/2008 |

Laramie County policy is to comply with all applicable laws that afford protection to employees serving with the Military, Military Reserve and National Guard. Employees called to active/training duty or to Reserve or National Guard training, or who volunteer for the same, should submit copies of their military orders to their supervisor as soon as possible.

Training Programs

Any employee who is a member of the National Guard or United States Military forces reserve, shall be given a military leave of absence with pay, not to exceed 15 days in any one calendar year to attend duly authorized encampments, training cruises and similar training programs in addition to any other leave or vacation time to which the person is otherwise entitled.

Extended or Active Duty Leave

An employee who has been employed for one year and is a member of National Guard or any other component of the military forces of the state, a member of the reserve forces of the United States or who is inducted into the military service of the United States, is entitled to leave of absence without pay, but without loss of seniority, status, efficiency rating, vacation, sick leave or other benefits, while engaged in active military training or service exceeding the 15 days paid training days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established.

Employees may use accrued vacation time and/or leave without pay for time away from work spent in military service.

If leave without pay is used, and the military pay is at least equal to county pay, the employee may submit the military pay to the Elected Official, Department Director or Manager, who will submit the pay to the County Treasurer's Office, and submit the receipt to the county payroll office. The county then pays the employee according to regular county pay and benefits.

County benefits are provided to an employee in military service, using leave without pay, in compliance with applicable federal and state laws. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws. Any employee who leaves employment in order to perform service in the uniformed services shall be treated as being on military leave of absence during the period of service provided he applies for reemployment in accordance with the law.

The employee may use any amount or combination of accrued annual leave, paid military leave, vacation or compensatory leave to his credit during the period of service. The employee shall



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continue to accrue sick leave, annual leave, vacation leave or military leave on the same basis as he would have accrued such leave during the period of service.

The employee shall have the right to maintain any life or health insurance plan coverage provided by the County by furnishing the County with a sum equal to that which would have been deducted from the employee's compensation for such coverage, and upon timely receipt of such contributions, the County shall contribute the amount equal to the employer's share. The employee shall notify the County HR Office of his election, in writing, to continue insurance coverage at the time he enters military service. It is the employee's responsibility to make this notification. Failure to make this notification or payment may result in loss or interruption in coverage. The employee who has returned from service shall be entitled to receive credit for that service toward establishing retirement eligibility and computation of benefits upon payment into the system in an amount equal to that which would have been paid had the employee continued in employment and not been called to service. Contributions are paid in the same manner as they would have been paid had the employee continued employment through the time in service, and upon the salary that would have been earned during that time.

Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.