

## MILITARY LEAVE

<b>Objective:</b>	To establish a policy for military leave for County employees.	<b>Policy/Procedure Number:</b>	03-15
<b>Reference:</b> (All Applicable Federal, State and Local Laws)	NYS Military Law, Article 11, §242 and Public Officers Law 86-632.	<b>Effective Date:</b>	December 6, 2011 January 12, 1981
		<b>Responsible Department:</b>	Personnel
		<b>Modified Date (s):</b>	12/6/2011 2/4/2009 7/3/2007 11/16/2004 12/2/2003 6/28/1988
<b>Legislative Policy Statement:</b>	Employees on active military duty status shall be entitled to paid leave as allowed by NYS Military Law.	<b>Resolution No.:</b>	2011-221 2011-118 2009- 18 2007-126 2004-232 2002-313 2001-244
<b>General Information:</b>		<b>Next Scheduled Review:</b>	June 2016
<b>I. Definitions:</b>	Ordered Military Duty - Any military duty performed in the service of the state or of the United States, including but not limited to attendance at any service school or schools conducted by the armed forces of the United States, pursuant to orders issued by competent state or federal authority, without the consent of such public officer or employee.		
<b>II. Policy:</b>	Any public officer or employee shall be deemed to have a leave of absence with pay while engaged in the performance of ordered military duty and while going to and returning from such duty. Such leave of absence with pay shall not exceed a total of ninety (90) days in any one calendar year. If military pay is equal to or in excess of County base salary, no payment will be made.		
<b>III. Procedure:</b>	All public officers or employees ordered to military duty must provide a copy of such orders covering all duty days to the Personnel Department.		