

Human Resources

1 **AP 7346 MILITARY LEAVE**

2 **References:**

- 3 Military and Veteran's Code, Sections 389 et seq.;
- 4 Education Code, Sections 87018, 87700, 87832, and 88116;
- 5 38 U.S. Code, Sections 4301 et seq.

6 The following applies to any District employee, academic or classified, who enters the

7 active military service of the United States of America or of the State of California,

8 including: active service in any uniformed auxiliary of any branch of the military service;

9 during any period of national emergency declared by the President of the United States;

10 or during any war in which the United States of America is engaged.

11 **Leave**

12 Upon presentation of a copy of orders for active duty in the Armed Forces, the National

13 Guard, or the Naval Militia, the District shall grant a military leave of absence for the period

14 of active duty specified in the orders, but not to exceed five years for a permanent,

15 probationary, or exempt employee, or for the remainder of a limited-term employee's

16 appointment or a temporary employee's appointment.

17 **Salary**

18 Any District employee called to active duty who has been in the service of the District for

19 at least one year will continue to receive his or her salary for the first thirty (30) calendar

20 days of ordered military service. Employees who are members of the National Guard will

21 continue to receive salary for the first thirty (30) calendar days of active service regardless

22 of length of service with the District.

23 In addition, the District may provide for not more than 180 calendar days as part of the

24 employee's compensation all of the following:

- 25 • The difference between the amount of his or her military pay and allowances and
- 26 the amount the employee would have received as an employee, including any
- 27 merit raises that would otherwise have been granted during the time the individual
- 28 was on active military duty.
- 29 • All benefits that he or she would have received had he or she not been called to
- 30 active military duty unless the benefits are prohibited or limited by vendor
- 31 contracts.

32 Employees returning from military leave shall have their salary adjusted to reflect salary

33 increases that are not based on merit.

34 **Health Benefits**

35 An employee on military leave for less than 31 days shall continue to receive health
36 insurance benefits.

37 Employees on leave for longer than thirty (30) days may elect to continue health care
38 coverage for themselves and their eligible dependents for a maximum period of eighteen
39 (18) months.

40 Returning veteran employees whose coverage was terminated because of military leave
41 will not be subject to any exclusion or waiting period prior to reinstatement of health
42 coverage.

43 **Vacation and Sick Leave**

44 Employees on military leave accrue any benefits the District provides to other employees,
45 e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave,
46 employees on military leave will do so as well.

47 Employees on military leave shall accrue any benefits afforded by any collective
48 bargaining agreement negotiated during their absence.

49 Any employee on temporary military leave for training who has worked for the District for
50 at least one year shall continue to accrue vacation, sick leave, and holiday privileges up
51 to a maximum period of 180 days.

52 **Reinstatement**

53 An employee on active duty military leave shall be entitled to return to the position held
54 by him or her at the time of his or her entrance into the service within six months after the
55 employee honorably leaves the service or is placed on inactive duty.

56 In the case of a contract academic employee, absence on military leave shall not count
57 as part of the service required for the acquisition of tenure, but the absence shall not be
58 construed as a break in the continuity of service. If the employee was employed by the
59 District for more than one year, but had not yet become a regular academic employee of
60 the District, he or she is entitled to return to the position for the period of time his or her
61 contract of employment had to run at the time he or she entered military service.

62 In the case of a regular academic employee, absence on military leave shall not be
63 construed as a break in the continuity of service.

64 In the case of a classified employee, absence on military leave shall not be construed as
65 a break in the continuity of service.

66 Office of Primary Responsibility: Vice President, Human Resources

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(Replaces former Cerritos CCD Policy 7015)