



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 117

CREATED 8/1/08

SUBJECT: SPOUSAL MILITARY LEAVE

PURPOSE: To establish a Spousal Military Leave policy in compliance with California Law.

STATEMENT OF POLICY:

The Town provides spouses of certain military personnel up to ten (10) days of unpaid leave during a qualified leave period. For purposes of this policy, a “qualified leave period” means the period during which the spouse is on leave from deployment during a period of military conflict.

An employee is eligible for leave under this policy if he or she:

- Is the spouse of a person who: (1) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (2) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;
- Works for the Town for an average of 20 or more hours per week;
- Provides the Town with notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
- Submits written documentation to the Town certifying that the spouse will be on leave from deployment during the time the leave is requested.

Military conflict means either a period of war declared by the United States Congress or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.

Leave taken under this policy will not affect an employee's right to any other benefits, although an employee may elect to use accrued vacation during the time off.

The Town will not discriminate against or tolerate discrimination against any employee who requests and/or takes leave under this policy.