



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 118

CREATED 8/1/08

SUBJECT: MILITARY LEAVE

PURPOSE: To establish a Military Leave policy in compliance with Federal and state requirements.

STATEMENT OF POLICY:

Leave without pay is provided to an employee when he or she enters military service of the Armed Forces of the United States or the Armed Forces Reserves, is recalled to active duty, other military training or duty. An employee is afforded reemployment rights and retains accrued benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code. An employee must submit his or her Military Service Orders to their supervisor for review prior to commencement of Military Leave unless this is made impracticable due to military necessity. Although an employee will not be paid for Military Leave they may voluntarily utilize his or her accrued vacation during the fulfillment of their military duties.