Policy Statement:
Employees who are summoned to serve active duty or complete Military reserve training are eligible for a leave of absence. Employees should complete a leave of absence application and submit it to their supervisor or manager along with a copy of their Military Orders. For an absence that is less than one month employees may be eligible for their regular pay if they remit to PHS any compensation received for their military service. Employees who use PTO may receive both their PTO and retain their military compensation.

Procedure:

It is the policy of PHS to provide regular employees who are Reservists or members of the National Guard with time off to perform drills, annual training, or extended active duty.

Employees who are summoned to active Military Duty or Reserve training are to complete a Leave of Absence Application if they will be absent from their job longer than five business days. If this absence is for a period of less than one month, they shall be eligible to receive their regular pay, providing they remit to PHS any remuneration received for that military service. If an employee elects to use Paid Time Off (or, if PTO has been exhausted, unpaid leave) instead of Military Leave, s/he may retain the military remuneration.

Employees who intend to leave their positions to participate in annual training or serve an Extended Active Duty Tour are to complete the Leave of Absence Application and submit it to their supervisor/manager along with one set of Military Orders at least four weeks in advance or as soon as orders are received if that is less than four weeks’ notice. These will be forwarded to the Department Head for final acknowledgement and to Human Resources for processing.

Employees are not required to submit a written request for time off to attend regularly scheduled weekend drills. They are, however, required to provide the drill schedule to their supervisor/manager in advance and give notification of any schedule changes as soon as those changes are communicated.

References:
Employee Handbook page 37

Policy Cross References: