



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 251.02 MILITARY LEAVES OF ABSENCE 12-17-12

### PURPOSE

The purpose of this order is to define procedures for granting and documenting leaves of absence for military service while employed by the Department.

### POLICY

It shall be the policy of the Sacramento Police Department to grant personnel a leave of absence for compulsory military service pursuant to all State laws, United States codes and statues and Military codes and statues.

### PROCEDURE

#### A. DEFINITION

1. Compulsory Military Service- Any ordered Federal Active Duty, State Full-Time Training Duty, or national emergency.

#### B. GENERAL

1. Rights and Benefits
  - a. Employees of the City who have one year or more of service, or having a combination of City service and Federal military service in a period of national emergency (as outlined in Section 17 of the Civil Service Rules) equaling one year or more, shall receive salary for a period of 30 calendar days and shall be allowed, during any one fiscal year (July 1 - June 30):
    - (1) temporary military leaves of absence
    - (2) indefinite military leave of absence
    - (3) six (6) months leave of absence
    - (4) all three.
  - b. When the absence is continuous and extends into another fiscal year, salary is nevertheless limited to the first 30 calendar days.
2. Weekend Drills/Meeting
  - a. Employees attending weekend drills or other forms of inactive duty shall not be entitled to paid military leave.
  - b. Employees shall request time off to attend weekend drills through their supervisors.
  - c. Employees may choose to use accrued vacation, holiday, compensatory time off (CTO), or time off without pay (WOP).
  - d. Employees who do not want to be paid for weekend military drills shall complete their time sheet using WOP for all time less than 40 hours. Contingent upon the needs of the Department, supervisors may allow employees to flex their time.
  - e. Supervisor shall verify that the employee's time is correctly reflected in ECAPS and that the Officer's schedule is updated in Versadex.
3. Time Charging
  - a. Days listed on the Federal Active Duty Orders or State Full Time Training Duty Orders, including interim non-duty days (i.e., holidays and weekends) shall be counted as military leave.
4. Military Orders
  - a. The area Captain of the employee shall ensure all military orders are reviewed and a copy sent to the Personnel Services Division (PSD).
  - b. The PSD shall keep and maintain the military orders for a period of two (2) years.
  - c. The Department shall not accept any military orders that the employee has not signed.