
Guidelines for Military Reservists

Operation Enduring Freedom

General Benefits for all Reservists

All full-time and part-time merit employees are eligible for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the City's Military Leave Policy.

Employees called to active military duty will be eligible for paid military leave of up to 15 working days per federal fiscal year (October 1- September 30).

All leave balances will be maintained until the reservist returns to active City employment, unless the reservist needs to use annual, compensatory, or sick leave as a method of continuing their health care benefits.

After exhausting their 15 working days of military leave, reservists who wish to remain enrolled in the City's health insurance program should contact Finance Payroll (757-385-4301) to continue their health care benefits. Reservists who remain on active duty for more than 30 days are eligible and may choose coverage through the military health care program.

Reservists returning to City employment will be returned to active City employment in accordance with the provisions of the USERRA and the City's Military Leave Policy and Procedure (3.09) as described in Section 10.1 of this policy. Returning reservists will be eligible for reinstatement of benefits and seniority rights including:

- Market pay adjustment, if any
- Merit increases in accordance with the performance evaluation policy
- Service credit for all time while away from City employment for service awards, retirement credit, and;
- Months of service credit toward their leave accrual rate

Provisions for Reservists who Have Demonstrated a Loss of Income

Once the fifteen (15) working days of paid Military Leave have been exhausted, upon documentation, the City will provide a "Military Pay Supplement" to eligible reservists. This supplement will be equal to the difference in the reservist's City pay and military pay, including any non-taxable military allowance(s) (i.e., dependents, housing, etc.). Departmental budgeted funds will be used to cover the cost of the MPS.

Reservists will be eligible for MPS, up to twelve (12) months, for each subsequent military activation period.

Reservists will then be allowed to reapply for military pay supplements for each subsequent military activation period.

All annual, compensatory and sick leave balances will be maintained until the reservist returns.

Reservists will not earn annual and sick leave while receiving the military pay supplement.

Once the eligibility period for the "Military Pay Supplement" has been exhausted (twelve months), reservists will have the option of using their accrued annual, compensatory, flexible (in whole days) leaves to pay the employee contribution for health care benefits.

Upon exhaustion of all eligible leaves, the reservists will be placed on an extended military leave without pay status, not to exceed five consecutive calendar years.

Provisions for Reservists Whose Military Pay is Equal or Greater than their City salary

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Reservists, who do not have a loss of income, have the option of maintaining or using any accrued compensatory, annual, flexible leave (in whole days) to continue their health care benefits. These types of leaves may be used intermittently to continue the reservist in a paid status. For example, an appropriate number of leave hours may be used, each pay period, to cover the reservist's health care premium cost.

Reservists using their own leave are eligible to accrue leave as provided for in the Annual Leave Policy 3.01 (4.2) and Sick Leave Policy 3.10 (4.3).

Upon exhaustion of all eligible leaves, the reservists will be placed on an extended military leave without pay status, not to exceed five consecutive calendar years.