



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 306: MILITARY LEAVE

A. General Provisions

1. Regular full-time and regular part-time employees are entitled to leave to perform military duty in the uniformed services, either state or federal, for up to 22 8-hour work days or 176 hours in any calendar year. An employee taking such Military Leave shall receive the difference between military pay and their regular pay for the period of military duty upon presentation to the Finance Department Director of satisfactory evidence of military pay. The City shall continue to provide group medical insurance and group life insurance coverage during the employee's Military Leave. Such employees shall be considered to be on a leave of absence without separation from employment with the City of Kettering.
2. Extended Military Leave — Any Military Leave which extends beyond the period of time described in Paragraph 1 above and is not otherwise covered by a City-approved paid leave of absence, shall be referred to as Extended Military Leave and result in separation from employment with the City of Kettering. The City of Kettering complies with the Uniformed Services Employment and Re-employment Rights Act (USERRA), which provides that such employees have certain notification responsibilities and reinstatement rights to employment with the City of Kettering. The Human Resource Department should be consulted on specifics of any Extended Military Leave and rights of reinstatement.
3. The specific provisions for Military Leave are contained in the Personnel Ordinance and are intended to entirely replace the provisions of O.R.C. Section 5923.05. In addition to superceding state provisions, Military Leave provisions, as contained in the Personnel Ordinance, may address specific incidents so as to provide enhanced benefits for Military Leave.
4. Employees may be required to provide the name, address and phone number of their commanding officer, as well as copies of their military orders to be eligible for Military Leave.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

12/20/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

12.22.22
Date

Jenny Smith
Jenny Smith
Human Resource Director