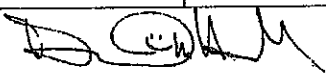
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Military Leave	
			Number: Article VII; Section 22	Revisions:
	Supersedes:	Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 22. Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted two calendar weeks / ten workdays per year for military leave without pay. (On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year.)

If such duty is required beyond the ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the Town during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act.

The leave is not charged as annual leave; however, any salary payment which the employee receives from the military shall be deducted from the sum paid by the Town, and the employee will be required to provide documentation of military pay, so that compensation from the Town and military sources does not exceed the amount normally paid by the Town. Alternatively, employees may use annual leave and receive their full military pay.