

MILITARY LEAVE OF ABSENCE

- AUTHORITY:** Military and Veterans Code of the State of California
The Uniformed Services Employment and Reemployment Rights Act
Personnel and Salary Resolution
- RESCINDS:** Procedure Manual Item 1-3-004, dated 07/09/19
- FORMS:** [County of Orange Leave of Absence Form](#)
- PURPOSE:** To outline the requirements for processing a request for military leave.

I. GENERAL INFORMATION

- A. Military Leave is governed by provisions of the Military and Veterans Code.
- B. Upon providing official military orders, an employee is entitled to up to thirty (30) calendar days of military leave with pay during a fiscal year.
- C. In accordance with the Board Resolution No. 01-350 dated 10/16/01 and subsequent Board Resolutions, the County of Orange provides supplemental pay and benefits for those regular employees called to active duty for longer than thirty (30) days. Supplemental pay applies to employees whose military pay is lower than their County base rate. A current Leave and Earnings Statement must be provided to Human Resource Services (HRS) prior to the military leave.
- D. Vacation and Annual Leave Cash Out will occur as outlined in the applicable Memorandum of Understanding (MOU): [Personnel Resolutions and Memoranda of Understanding | Human Resources Services – Orange County, California \(ocgov.com\)](#). When an employee is on a military leave, and unable to access the Leave Payoff Request Form, the employee may email their direct supervisor to make the request. The supervisor will then complete the required Leave Payoff Request Form on the employee's behalf.

II. PROCEDURE

- A. All requests for a Military Leave of Absence must be submitted to the **HRS-Probation Satellite Team** on a County of Orange Leave of Absence form with a copy of the military orders attached.
- B. The HRS-Probation Satellite Team will notify the employee's supervisor of the leave.
- C. The appropriate **HRS-Probation Satellite Team** staff will prepare all necessary forms, obtain the appropriate Chief Deputy's approval, and process the leave.

REFERENCES:

Procedure: 1-3-001 Request for a Leave of Absence
Policy: C-3 Leaves: Personal, Medical, Family, Military, Workers'
Compensation, Witness, Bereavement, OCEA Business

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APPROVED BY:

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