

SANTA CRUZ COUNTY - EMPLOYEE REQUEST FOR MILITARY LEAVE (ACTIVE DUTY)

NOTE REGARDING LEAVE FOR INACTIVE DUTY: This form is to be used to request military leave for active duty. Request for inactive duty (weekend drills) should be submitted directly to the employee's department on form PER1082 (Employee Request for Time Off-Departmental) with a copy of the employee's orders. Should inactive duty fall on an employee's scheduled workday, the employee's first choice is leave of absence without pay. The second choice is use of accrued compensatory time. The third choice is use of accrued vacation/annual leave or administrative leave.

REQUEST FOR MILITARY LEAVE FOR ACTIVE DUTY:

Department _____ Employee Number _____

Employee Name
(print) _____

Employees are eligible for up to 30 calendar days per year of time off with pay for training, if: (1) it is for active military training; and (2) the employee has been employed by the County for at least one year, or has one year of active military service. Such leave encompasses "summer drills" such as two week encampments or cruises, but may also include special assignments or call up for emergency duty. Under certain circumstances, employees may be called to military duty with pay for a longer period of time. Should any question arise as to the duration of or compensation for a period of leave, please contact the Leaves Technician in Personnel at 454-2945.

All requests MUST be accompanied by appropriate military orders, submitted as far in advance as possible.

Identify below the period of active duty shown on your orders:

-----FROM----- -----THROUGH-----

Hour _____ am/pm Date _____ Hour _____ am/pm Date _____

Identify below the period of work days absent from work on the military leave requested:

-----FROM----- -----THROUGH-----

Hour _____ am/pm Date _____ Hour _____ am/pm Date _____

Total work days for the period of military leave: _____

Employee's Signature _____ Date _____

Departmental Approval _____ Date _____

Personnel Approval _____ Date _____