

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2.5a

Subject: Military Leave During National Emergency Effective Date: 09/11/2001
Revised 10/28/2003

Approved: Kyle Hayes | 05/01/2021 Chris Catalina | 05/01/2021
City Manager | Date Personnel Director | Date

I. PURPOSE

The purpose of this policy is to define the guidelines applicable to all City of Beaumont employees who are military reservists and the National Guard and are ordered to active duty. In the case of a national emergency where the Armed Forces have issued mobilization orders for active duty, the City will provide assistance through compensation supplements and insurance extension.

This policy becomes effective for affected individuals upon receipt by Personnel of a copy of the employee's orders for active duty per Resolution No. 01-232 passed by the City Council October 9, 2001 and extended per Resolution 03-237 passed by the City Council October 28, 2003.

II. RULES/PROCEDURES

- A. The City authorizes this policy effective for City employees who are activated.
- B. Employees reporting to active duty shall be paid the difference between their civilian and military compensation.
- C. An employee whose unit is activated shall be permitted to use accrued vacation, personal leave or compensatory time in conjunction with military service. Employees who choose not to use vacation while on active duty, who remain in the military beyond 180 days, may terminate their employment with the City and be paid any accrued vacation, personal leave or compensatory time in a lump sum payment, in accordance with current City Policy. Employees retain employment rights according to Federal Statutes.
- D. Employees who are called to active duty will have fourteen (14) days after they are called to active duty to provide the City with a copy of the employees' Military Leave and Earnings Statement (LES). After such fourteen (14) day period, regular

City pay will cease. Upon receipt of the LES, supplemental pay will begin in accordance with this policy retroactive to the first work day of military service. Subsequent to receipt of a Military LES, pay will be the difference between the employee's full City pay and that paid by the National Guard or the member's military service branch. By accepting supplemental pay under this policy the employee agrees to reimburse the City for any amount that is paid in excess of current pay.

- E. Employees covered by this policy shall not accrue vacation, personal leave or other leave while on active duty.

III. MEDICAL COVERAGE

- A. Employee coverage shall cease at the time of mobilization.
- B. The employee's dependents may continue their established medical coverage. Their coverage will be equal to that provided to other members of the employee's job class. The cost to the employee will be the rate paid by others in the same job class.
- C. At the employee's request, premiums for supplemental life and/or cancer insurance, long-term disability, or the flexible reimbursement program will continue to be paid through payroll deductions for participating employees. Some policies do not pay for death or injury resulting from acts of war.

IV. OTHER

Any employee who is interested in the military buy-back program for credit in TMRS should contact Human Resources upon their return to work.