

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

MILITARY LEAVE
SUBJECT

DATE: January 12, 2006

NO: A-10

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Military Leave**
Absence for Military Leave
Leave of Absence for Military Duty

I. POLICY

All employees of the Stockton Police Department who are members of a Military Reserve Unit or the National Guard and plan to attend their annual Intensive Military Training, must obtain clearance for a Leave of Absence.

II. LAW

The California Military and Veterans code prohibits an employer from harming an enlisted person in any matter of employment or preventing such person from performing military service or from attending any military encampment or place of drill or instruction when ordered to do so by proper authority.

III. PROCEDURE

- A. Employees preparing to attend their annual Intensive Military Training Session must complete the "Request for Military Training Leave of Absence" (Form CS 58) and attach a copy of their orders.
 - 1. The form and orders will be submitted to the employee's Division/Section Commander at least 30 days before Military Leave is to start.
 - 2. The request form must be completed in triplicate.
- B. As authorized by the Military and Veterans Code, employees ordered to annual Intensive Military Training Duty shall be granted leave with pay while engaged therein, provided the leave does not exceed 30 days in any calendar year. In calculating such leave, days off shall not count as part of the 30 days.
- C. Employees involved in monthly drills may choose to use accrued time (Annual Leave or Comp Time) while on military leave; however, they may not be required to do so.
- D. The "Request for Military Training Leave of Absence" form may be obtained from the Chief's Office.