

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**MILITARY LEAVE**

**POLICY NO.: 5.4**

**EFFECTIVE: 10/1/96**

**REVISED: 10/22/13**

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**OVERVIEW:** The County will provide military leave without pay to employees called to active duty in the armed services of the United States, or serve duty in the reserve component of the armed forces or National Guard.

**SCOPE:** This policy applies to all regular full and part time employees who receive orders to serve on active reserve duty in any of the armed services of the United States.

**PROVISIONS:**

A. Active Duty:

An employee is eligible for leave without pay for active duty with the Armed Forces for a period of up to five years. An employee who is called up to active duty shall be treated in all respects as if the employee were on a leave of absence.

Health insurance coverage will continue through the end of the month in which the leave without pay begins. If the employee returns from leave the following month, and works at least one-half of the workdays in the month, coverage will not lapse.

Employees called to active military duty whose active employee benefits will lapse due to being placed on military leave without pay will be offered benefits for themselves and their covered dependents in extended coverage for up to 24 months. The employee shall be responsible for paying any premiums or costs for those continued benefits. Beyond the 24-month period, conversion to non-group coverage is available.

B. Reserve Duty:

An employee is eligible for up to 15 workdays in a calendar year for military training duty if he/she is a member of the reserve component of the Armed Forces or National Guard.

A full-time employee working an eight (8) hour or twelve (12) hour regular shift will accrue 120 hours of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave will be prorated for permanent part-time employees on the number of hours in the employee's regularly scheduled pay period.

Full-time employees working a twenty four (24) hour shift shall be entitled to accrue 160 hours of military leave in a fiscal year.

The minimum charge for leave is one hour. An employee will be charged military leave for the hours that the employee would otherwise have worked and received pay.

An employee shall be paid his/her regular pay during periods of military leave, however the employee's pay shall be reduced by the amount of military pay and military allowances earned by the employee. Employees on military leave for reserve duty may, but are not required, to use annual leave or overtime compensatory leave balances in order to retain both the County's pay and the military pay.

Employees on military leave for reserve duty who must be away from work for more than the allowed 15 work days shall be granted leave without pay and such time will be treated in the same manner as if the employee was on a leave of absence.

C. Copy of Orders:

In order to qualify for either active or reserve duty leave, the employee must furnish his supervisor with a copy of the military orders or other documentation from an authorized military official.

Only the dates covered by the military orders can be applied to military leave.

D. Accrual of Benefits:

No benefits accrue while the employee is on active military leave. However, for military training duty of up to fifteen workdays in a calendar year, regular benefits accrue.

E. Return to Work:

Upon the authorized military papers, when active duty terminates, the employee is returned to his or her former position or a position of comparable pay and job classification.