

Section I - Bereavement Leave

All employees shall be granted up to five days off with pay in the event of a death in the employee's immediate family. The immediate family is defined as one of the following: Spouse, Child, Step-Child, Parent, or Step-Parent.

All employees shall be granted up to three days off with pay in the event of the death of a sibling, step-sibling, half-sibling, mother or father in-law, grandparent or grandchild.

All employees shall be granted one day of leave with pay in the event of the death of a current brother or sister in-law or daughter or son in-law. This provision also applies if the employee's spouse is deceased and the employee has not remarried.

The designated bereavement leave time shall not be charged to sick or vacation leave.

Section II - Jury Duty

Employees called for jury service or subpoenaed as a witness will be granted leave with full pay. Whenever the employee is temporarily excused from such jury duty by the court on his/her scheduled work day, he/she shall advise his/her supervisor as promptly as possible and report for work if requested by the Supervisor.

Section III - Military Leave

1. "Armed Forces" include the Army, Navy, Marine Corps, Air Force and Coast Guard. "Reserved Components" include the federally recognized National Guard and Air National Guard of the United States, the Officers Reserve Corps, the Regular Army Reserve, the Air Force Reserve, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve and the Coast Guard Reserve.
2. Any employee who is a member of a reserve component is entitled to a leave of absence of up to fifteen (15) days per calendar year, for annual training exercises or other official duties. The employee shall be paid base pay.
3. Any employee who is involuntarily called to active duty with the U.S. Armed Forces will be entitled to a leave of absence for up to five years while engaged in the performance of official duties. The City will continue benefits during the first 90 days of active duty status according to the Uniformed Services Employment and Reemployment Rights Act. COBRA benefits may be available after 90 days.
4. Upon return from active duty, the employee will be allowed to return to their former position or equivalent, provided that notice is made to the Human Resources Department within 90 days according to the Uniformed Services Employment and Reemployment Rights Act.
5. The employee is required to submit a copy of official orders prior to reserve duty leave or as soon as possible after notification of active duty.