



**Martin Luther King, Jr.**  
OUTPATIENT CENTER

**POLICY AND PROCEDURE**

<b>DIVISION:</b> ADMINISTRATION	<b>NUMBER:</b> 04-018
<b>SUBJECT: MILITARY LEAVE OF ABSENCE</b>	
<b>SECTION:</b> HUMAN RESOURCES	<b>PAGE:</b> 1 <b>OF:</b> 2
<b>REVIEWED BY:</b> HR ADMINISTRATOR AND PROCEDURE & POLICY COMMITTEE	<b>EFFECTIVE DATE:</b> 08/25/83
<b>TO BE PERFORMED BY:</b> ALL EMPLOYEES	<b>REVIEWED DATE:</b> 04/16/07
	<b>REVISED DATE:</b> 04/2017

**PURPOSE**

To describe procedures for scheduling and approving a military leave of absence.

**POLICY**

Any employee shall be allowed a military leave of absences with pay in accordance with the applicable provisions of law, including but not limited to, those contained in the County Charter and the California Military and Veterans Code. L.A County Code §6.20.080 (C ).

**PROCEDURE**

Any County employee who is ordered to active reserve duty, active duty training, or inactive duty training shall be granted a leave of absence up to 180 calendar days to participate in such service.

Any County employee who has completed one year of County service and is ordered to active military duty or active duty training shall be granted a paid leave of absence up to 30 calendar days per fiscal year to participate in such service, the remainder, to a total of 180 calendar days, shall be unpaid.

Any County employee, except those holding status designated by the suffix designation of C, F, G, J, M, or O, who receives orders to report for active military services shall be entitled to a leave of absence of up to four (4) years.

• **Employee Notice of Scheduled Military Duty**

- An employee scheduled to perform military duty shall submit a "Request for Military Leave form (Attachment 1). The employee will also provide the name and telephone number of the Reserve Unit Personnel Office Representative on Page 2, if applicable.
- The employee will submit the completed form to his/her immediate supervisor at least two weeks before the scheduled duty date.
- The immediate supervisor shall review the form to ensure all required information is included on the form. The supervisor shall maintain a copy for scheduling purposes and forward the original to the Division Head.
- The supervisor will ensure the employee's timecard is coded "024" consistent with the expected travel time and expected duty dates on the form.

- The supervisor will ensure the completed timecard is timely submitted to the DHS Human Resources Payroll Services Unit.
- The Division Head will date and sign the request and forward the original to the DHS Human Resources Leave Management Unit.
- Leave Management staff will retain the original request and forward a copy to the Payroll Services Unit.

• **Approval of Military Leave**

- Upon return from military duty the employee shall submit to his/her supervisor a copy of the military orders which authorized the duty.
- The supervisor shall forward the military orders to the DHS Human Resources.
- Upon receipt of the military orders, the DHS Human Resources staff will retrieve the original form and attach the orders. Using the original form staff will:
  1. Contact the Reserve Unit Personnel Office Representative to verify actual travel and actual duty time.
  2. Date and sign the form, make 3 copies of the approved request, and distribute as follows:
    - a. Original to employee's file
    - b. Copy to Payroll Services Unit
    - c. Copy to employee
    - d. Copy to employee's supervisor
- Payroll Services staff will ensure employee is paid for total eligible days of military leave.

**AUTHORITY:**

Los Angeles County Code, Title 5 (Civil Service Rule 16.03) and §6.20.80  
Military and Veterans Code

**NOTED AND APPROVED:**

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Cynthia M. Oliver, Chief Executive Officer

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Date

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Ellen Rothman, M.D., Chief Medical Director

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Date

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Lessie Barber, Nursing Director

\_\_\_\_\_  
Date

Signature(s) on File.