

<b>UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL</b>	
Chapter 3 <i>UFA Personnel Policies</i>	Section 7 <i>Military Leave</i>

**Relevant Information:** UFA is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee or prospective employee will be subjected to any form of discrimination based on that person’s military membership in or obligation to perform service for any of the Uniformed Services of the United States. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or policy. Employees make take part in a variety of military duties, including Reservists and National Guard members, for training, active service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

**Policy Statement:** It is the policy of the Board that the UFA will provide any merit employee, or probationary employee, paid leave of absence for military duty (Military Leave), not to exceed 15 working days per the calendar year (120 hours) for 8-hour employees, or 168 hours per calendar year for 24- hour operations employees. Further, the UFA will adopt administrative policies that facilitate employees taking part in required military duties, including the use of vacation/unpaid leave and partial payment for continuation of insurance benefits (for military leave in excess of 30 days). UFA will also be subject to the re-employment rights provided by the federal Uniformed Services Employment and Reemployment Rights Act (“USERRA”).