

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Leave of Absence for Military and Certain Training Programs	<b>Policy Number:</b> 50.10
<b>Citation:</b> Arkansas Code Annotated § 21-4-102; § 21-4-212	<b>Forms:</b> None

### Purpose

Arkansas law allows for employees of state agencies and institutions to participate in a military training program made available by the National Guard or any of the reserve branches of the armed forces. In addition, all state employees who are members of the Inactive Reserve Corps of the United States Public Health Service are allowed to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Service.

### Specific Provisions

Employees participating in military training programs or the US Public Health Service training program shall be entitled to a leave of absence for a period of fifteen (15) days plus necessary travel time for annual training requirements or other duties performed in an official duty status in any one (1) calendar year. To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year.

Whenever an employee of a political subdivision is granted military leave for a period of fifteen (15) days per calendar year or fiscal year, the military leave will accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of military leave days available in any one (1) calendar year or fiscal year to be thirty (30) days.

Employees called to duty in emergency situations by the Governor or President shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.

An employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

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When an employee is granted a leave of absence under this policy, he or she shall be entitled to his or her regular salary during the time he or she is away from his or her duties during such leave of absence. This leave of absence shall be in addition to the regular annual leave accrued by the employee.

During a leave of absence, the employee shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges, and benefits to which they have become entitled.

The period of military service shall, for purposes of computations to determine whether such person may be entitled to retirement benefits, be deemed continuous service and the employee shall not be required to make contributions to any retirement fund. The state agency, institution or political subdivision shall continue to contribute its portion of any life or disability insurance premiums during the leave of absence on behalf of the employee, if requested, so that continuous coverage may be maintained.

All employees of the state, any city of the first class, city of the second class, incorporated town, or any county who are members of the United States Air Force Auxiliary Civil Air Patrol or the United States Coast Guard Auxiliary and desire to take a leave of absence for the purpose of participating in training programs for the Civil Air Patrol or in emergency and rescue services shall be entitled to a leave of absence with pay for a period of fifteen (15) days for that purpose during any one (1) calendar year, if the leave of absence is at the request of the employee's wing commander, the wing commander's designated representative, or Division 15 Captain.

Revised February 18, 2013