

<b>OFFICE OF THE SHERIFF</b>	
<b>Sheriff Terry L. Thompson</b>	
<b>Procedural Order</b>	

**To:** All WCSO Staff

**From:** Sheriff Thompson

**CC:**

**Date:** August 13, 2013

**Re:** Military Leave

**#13-06**

The Weber County Sheriff's Office supports efforts of its employees for participation in military service. Weber County policy, in conjunction with Federal and State statutes, gives direction on processes to follow for those participating in military service while employed with Weber County. The purpose of this directive is to clarify Weber County's policy on military leave.

Weber County Sheriff's Office employees who voluntarily enlist, are drafted into, or are called into active service must provide appropriate written orders as evidence of such duty to their supervisor as soon as possible. A copy of the employee's orders shall be forwarded to the Sheriff's Office Payroll Specialist. If there is a delay in receiving these orders, the employee shall communicate this to his or her supervisor prior to leave being granted. The employee shall contact the supervisor on a daily basis to notify him or her of the status of the orders until the orders are received.

- A. If the military service is for the purpose of fulfilling annual field training and/or monthly drills, the employee must report to duty within three calendar days of the expiration of the ending date of the orders (or on the very next shift after three calendar days if the third day falls on the employee's regular day off) or he or she must provide extended orders. Otherwise, the employee will be considered Absent Without Leave.
- B. If the employee receives orders for extended active duty, he or she retains re-employment rights during the period of the active duty and for an additional forty (40) calendar days following termination of the military duty, provided he or she is honorably discharged and the absence does not exceed four (4) years, unless the service is involuntary.

Merit employees (not on probation) may receive paid administrative leave for military service, up to 120 hours each year. The employee shall submit his or her timesheet with the military leave reported in order to be paid for this time. Leave-without-pay shall be granted for military leave in excess of the 120 hours annually. It is the employee's responsibility to ensure the Payroll Specialist receives a timesheet from the employee or that the employee's time is reported to the Payroll Specialist.

