



# TAHOE-TRUCKEE SANITATION AGENCY

A Public Agency  
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## POLICIES AND PROCEDURES

**POLICY NUMBER:** TBD  
**ORIGINAL EFFECTIVE DATE:** January 18, 2023  
**REVISION DATES:** N/A  
**SUBJECT:** MILITARY LEAVE POLICY

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### I. **PURPOSE**

To provide military leave of absence to employees in accordance with applicable law.

### II. **POLICY**

The Agency will comply with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and California Military and Veterans Code Section 395 et seq., as well as any other applicable laws, as it relates to employees that qualify for such leave.

### III. **PROCEDURE**

Employees who have been in public agency service for a period of not less than one year (including military time) immediately prior to the day on which the leave begins, shall be eligible to receive up to thirty (30) days, or two hundred and forty (240) hours, of pay during their approved military leave of absence within each fiscal year.

This entitlement of up to thirty days of pay shall apply to temporary military leaves of absence while engaged in military duty ordered for purposes of, e.g., active military training, inactive duty training, encampment, naval cruises, special exercise, or like activity, provided that the period of ordered duty does not exceed 180 calendar days.

Upon return from military leave of absence, the employee is entitled to be restored to the same or similar position and status in accordance with law.

Any military pay received, may be retained by the employee.

An employee must notify their manager/supervisor of upcoming military duty as soon as they become aware of the need for leave, by providing a copy of the military orders.

### IV. **RESPONSIBILITY FOR REVIEW**

Human Resources shall review this policy as needed.