

Section VI

VF- PERSONNEL POLICIES
Battle Creek
Military Leave

make arrangements for and attend the funeral of a member of their immediate family as defined in "Functions of Policy Manual". This payment shall not be made for any of such three (3) days on which the employee for any other reason would have been absent from work. The employee must return to work the day following the funeral unless other arrangements have been approved by his department head prior to the funeral leave. To be eligible for funeral leave pay, the employee must notify the City as soon as possible of the necessity for such absence, must attend the funeral, and if requested by the City, must present proof of death.

E. Military Leave

1. The reinstatement rights of any employee who enters the military service of the United States by reason of an act or law enacted by the Congress of the United States, or who may voluntarily enlist during the effected period of such law shall be determined in accordance with the provisions of the law granting such rights.
2. Permanent full-time employees who are members with active status of an armed forces reserve unit shall, at their request, be granted military leave when called to active duty for a period not to exceed two (2) weeks annually. Such military leave shall not be charged to earned vacation, and, in addition, the employee shall be compensated by the City at an amount equal to the difference between his normal pay for a period not to exceed two (2) weeks of such leave, provided the military pay is less and the employee furnishes adequate proof to the Finance Department of his pay for such military duty - including call-up for special duty to protect citizens - i.e., riot duty.

F. Jury Duty Leave

1. Permanent full-time employees shall be granted leaves of absence for required jury duty. Such leaves shall not exceed forty-five (45) days in any one calendar year unless the City Manager, at his discretion, extends this time. Such employees shall receive that portion of their regular compensation which will, together with their jury pay or fees, exclusive of mileage payment, equal their total compensation for the same period. The time spent on jury duty shall not be overtime. An employee shall report his jury duty obligation to his supervisor. The supervisor may request documentation of the jury duty. Failure to report the jury duty or to