

Upon the death of a family member, a full-time employee shall notify the Department Head of the need for funeral leave. Five (5) days will be allowed for the death of the spouse; parent; grandparent; child; brother; sister; or spouse's parent. Three (3) days will be allowed for the spouse's brother; spouse's sister; or spouse's grandparent.

5.19 Military Leave

Whenever full-time employees who are members of the Armed Services, Reserve or National Guard are called to active duty, they are entitled to a leave of absence, in addition to their annual vacation leave, from their respective duties during the time they are engaged in active duty for training, or when said employee is called to extended active duty pursuant to order of the Federal Government or Governor of the state.

Active duty training leave shall not exceed two (2) calendar weeks exclusive of travel. A copy of the orders shall be submitted to the City Manager within five days after receipt but prior to departure.

The City agrees to pay the difference between the employee's base wages and that of the Military if such service would require the employee to suffer a monetary loss. Payment will be made to the employee after a certified copy of the military pay voucher has been received by the City.

Full-time employees who are called for a physical examination by the armed services are to be granted pay for the day of the examination.

Full-time employees who are inducted into the Armed Services of the United States, or are called to extended active duty, shall upon completion of such service with an honorable discharge, be reinstated to their former position or to a position of like seniority status and pay. The length of service with the Armed Services shall be included in the determination of their seniority status and pay upon reinstatement. The employee must still be mentally and physically qualified to perform the duties of their former position. Re-employment must be requested within ninety (90) days subsequent to such honorable discharge.

5.20 Medical Leave