

Garden City Employee Handbook (Full-time Employees)

your continuity of service, and you will not be paid. Leaves are granted or denied at the discretion of the Department Director.

b. Military Leave

Military leave of absence is non-paid time off granted to regular employees for military training or service. Employees are asked to inform their Department Director at least 30 days in advance of the approximate beginning and concluding dates. At the conclusion of the employee's active duty, they will be reinstated in accordance with the provisions of the Uniformed Services Employment and Reemployment

Act of 1994, as amended. Under the Act, the maximum time the employee may be absent and be still guaranteed reinstatement is five (5) years. If employees wish to take earned vacation, compensatory or personal days while on a military absence, they may do so at their discretion.

II-A-8: Bereavement

a. Immediate Family

Regular employees will receive the amount of pay they would have received on a regular eight (8) hour straight-time basis for each day necessarily lost during their normal scheduled work week not to exceed four (4) days to make arrangements for and attend the funeral of a member of the immediate family. If the funeral is being held within a three hundred (300) mile radius of the City of Garden City, four (4) days is authorized. One additional day is allowed if the funeral is being held at a location greater than three hundred (300) miles from Garden City. For most employees, immediate family is defined as the employee's current spouse, children, parents or step-parents, brother, sister or parents-in-law. The leave days will end not later than the calendar day following the day of the funeral. Employees should consult their specific labor agreement for more information and additional bereavement entitlements, if any.