

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	3-9
		Original Adoption	02-09-1987
		Revision #	5
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Section Title	Employee Leave Administration		
Subject	Military Leave		

Military Leave Which is Considered Service Time

A period of absence from employment either during a war involving the United States or in any other national emergency and for 90 days thereafter, for one of the following reasons, is considered as service for the purpose of determining the number of years of employment used in calculating vacation leave credits:

- ordered on active duty with the armed forces;
- voluntary service on active duty in the armed forces or on ships operated by or for the United States government; or
- direct assignment to the United States Department of Defense for duties related to national defense efforts if a leave of absence has been granted by the employer.

Military Leave to Attend Training Camp or Similar Training Program. (§10-1-1009, MCA)

An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States and who has been an employee for a period of 6 months must be given leave of absence with pay accruing at the rate of 120 hours in a calendar year for performing military service. This amount is prorated for part-time employees. City of Helena employees do not accrue paid military leave during leaves of absence without pay unless the leave is for military duty.

Military leave may not be charged against the employee's annual vacation time.

Unused military leave will be carried over to the next calendar year or academic year if applicable, but may not exceed a total of 240 hours in any calendar year or academic year.