

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 4.7.4
2. SUBJECT: *Military Leave*
3. POLICY: The District shall recognize Military Leave for active military reservists as outlined in this Policy and Procedure.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3 that are military reservists.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.
6. PROCEDURE:
  - A. Full-time employees who are members of the National Guard or Federal Reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.
  - B. Part-time employees are NOT eligible for military leave with pay.