

North Orange County Regional Occupational Program
MILITARY LEAVE
ROP AR 4161.5
AR 4261.5
AR 4361.5

Administrative Regulation

All Personnel

The ROP shall grant military leave to ROP employees called to active service in accordance with applicable state and federal law. Such employees shall retain those rights and privileges guaranteed by law.

The following employees shall be entitled to receive their salary for the first 30 calendar days of military absence from ROP duties.

1. **Temporary Military Leave:** Employees on temporary leave of absence for active military training, encampment, naval cruises, special exercises, or like activity provided:
 - a. The ordered duty does not exceed 180 calendar days, including coming and going time; and
 - b. The employee has been an employee of the ROP for not less than one year prior to the day the military leave commences. There is no entitlement to salary for scheduled reserve drill periods. Service in the military service shall count toward the period of time that the employee has been employed by the ROP.
2. **Military Leave Other than Temporary Leave:** Employees ordered into active military duty as a member of the reserves, National Guard, naval militia, or otherwise (e.g. enlistee) ordered into active duty as a member of the armed forces of the United States on other than a temporary basis. The employee must have been at ROP for not less than one year prior to the date on which the military leave begins.
3. **State of Extreme Emergency:** Members of the National Guard, however long employed by the ROP, who are engaged in military or naval duty during states of extreme emergency as declared by the Governor or pursuant to the Governor's call of the militia into active service; provided the leave does not exceed the duration of the emergency.

For certificated employees, 30 days' compensation shall be equal to one-tenth of the individual's annual salary.

For classified employees, 30 days' compensation shall be equal to one month's salary.