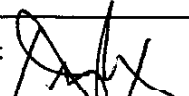


Department of Public Works and Engineering

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| Subject: MILITARY LEAVE | Departmental Policy 3-22 |
| | Effective Date: Upon Approval |
| <p>I. Purpose</p> <p>To establish procedures for the use of Military Leave by Department employees.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>It is the policy of the Department of Public Works and Engineering to grant Military Leave to employees of the Department who are members of the state military forces or a reserve component of the armed forces. Employees are entitled to leave from duty on a day which the person is engaged in authorized training or duty ordered or authorized by proper authority. During the leave the employee may not be subjected to loss of time, efficiency rating, vacation time, salary or other accruals.</p> <p>Leaves are not to exceed fifteen (15) workdays in a federal fiscal year (October 1 through September 30).</p> <p>This policy is in accordance with the City of Houston Code of Ordinances, Chapter 14, Article IV, Military Leaves, 14-251-14-256 and section 431.005 of the Texas Government Code.</p> <p>IV. Procedures</p> <p>An employee who is ordered to duty or attending training will submit a Leave Authorization Request, P.D. Form 206 indicating the days required for Military Leave. The orders which place an employee on duty or training must be attached as supporting documentation.</p> <p>V. Compliance</p> <p>Adherence to the above is mandatory. Any employees who violates or fails to comply with the requirements in this policy may be subject to disciplinary action up to and including indefinite suspension.</p> | |
| Approved:  | Date Approved: 5/5/99 Page 1 of 1 |