

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**MILITARY LEAVE**

**SECTION 4.07  
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A. Military Leave shall be granted in compliance with Ohio Revised Code Sections 124.29, 5903, and 5923.05.

1. Active Duty Leave: Employees shall be granted a leave of absence in order to enter into full-time active duty in the Armed Forces of the United States and shall be granted reinstatement and re-employment rights in accordance with the “Uniformed Services Employment and Re-employment Rights Act of 1994,” 08 Stat. 3149, 38 U.S.C.A. 4301, et.seq.

The employee shall retain the amount of sick leave which had been accumulated prior to entering the military service. Vacation and sick leave shall accrue during the time spent on active duty leave; and the employee shall receive credit for the amount of service time while on active duty leave.

2. Reserve Leave: Pursuant to Ohio Revised Code Section 5923.05, all employees of the County who are members of the Ohio organized militia or members of other reserve components of the Armed Forces of the United States, including the Ohio National Guard, shall be entitled to leave of absence from his or her respective positions without loss of pay for the time as he or she are performing service in the uniformed services for periods of up to twenty-two (22) eight-hour work days or one hundred seventy-six (176) hours within one (1) calendar year. This leave need not be reported to the Department of Administrative Services. The employee shall be required to submit to the department head an order or statement from the appropriate military commander as evidence of such duty. There is no requirement that the service be in one (1) continuous period of time. The maximum number of hours for which payment under this provision will be made, in any calendar year, is one hundred seventy-six (176) hours.

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Employees are required to submit a copy of their military orders or written statement from the appropriate military commander with their request for military leave on a "Request For Leave Form" to the appropriate SCAA for the purpose of leave approval.

3. Military Differential Pay: Employees who are entitled to military leave in accordance with subsection (2) above, who are called or ordered to uniformed services for longer than twenty-two (22) work days in a calendar year because of an executive order issued by the President of the United States or an act of Congress, shall be entitled during the period designated in such order or act to a leave of absence and pay in accordance with the following:
  - a. The difference between the employee's gross monthly wage or salary and the gross uniformed pay and allowances received for the same month.
  - b. No employee shall receive pay under this subsection (3) while receiving pay under subsection (2) above.
  - c. The employee shall not be entitled to pay under subsection (3) if the employee's uniformed pay and allowances exceed the employee's pay from the County.
  
4. Extended Military Leave - Health Insurance: A [non-probationary] full time employee who is called or ordered to duty as described in subsection (A) 3 shall have the opportunity to continue in a Sandusky County sponsored Health Insurance coverage for the duration of the time the

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person is on duty, if said individual was currently enrolled in a “specific” health insurance plan prior to orders. The employee, spouse or dependent of the person, who request the continuation of the County sponsored Health Insurance coverage and the employer are each liable for payment of the same cost for the coverage as if the person were not on a leave of absence.