



Personnel Policies

CITY OF WESLACO,
TEXAS

MILITARY LEAVE

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The City recognizes the continuing need for a strong national defense and the accompanying role of military service. The City will make every effort to cooperate with employees participating in such programs. If employees are required to attend two-week annual training or other training, as a result of National Guard or Reserve obligations, they will be granted this time off without pay. Within one workday following receipt of their military orders, employees must provide their Department Head with a copy.

Any employee who has to take a pre-induction physical or related examination will be allowed reasonable time-off with pay to take the examination.

An employee entering basic training in the Armed Forces or National Guard, or a tour of regular duty in the U.S. Armed Forces, will be paid for any unused vacation earned. The employee performing such military duty will retain his original service date with City, but upon returning from duty, the employee will receive credit for paid vacation from the day he left for active duty.

Guard Duty/Reserves Pay/Active Duty: Employees absent for guard duty/reserve duty/active duty in the U.S. Armed Forces, the Texas National Guard or State Guard will receive pay up to a maximum of fifteen (15) calendar days per calendar year for such military service. In order to receive paid military leave, employees must present a copy of their orders for military duty to the Department Head at least two (2) weeks before the date they report for military duty.

The Department Head or their designee will furnish a copy of the documentation to the Human Resources Department for inclusion in the employee's personnel records.

Reinstatement after Military Leave: Eligibility for reinstatement to a former job (or equivalent) at the end of military leave is dependent on the employee meeting these conditions:

- The employee must be mentally and physically fit to perform the duties of the position.
- The employee must return to duty with the City within the following time limits:

An employee who is called into active military service in the U.S. Armed Forces, Reserves, or National Guard for an indefinite period of time in excess of six (6) months must apply for reinstatement within ninety (90) days after expiration of his active military service.

An employee who is a member of the Reserves or National Guard who is called to duty for a period of six months or less must apply for reinstatement within thirty-one (31) days after the expiration of his active-duty service.