



*City of Arts & Innovation*

# Human Resources Board

**TO: HUMAN RESOURCES BOARD**

**DATE: January 5, 2026**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: LEAVE OF ABSENCE (MILITARY) POLICY (V-5)**

## **ISSUE:**

Approve revisions to the Leave of Absence (Military) Policy (V-5).

## **RECOMMENDATION:**

That the Human Resources Board approve revisions to the Leave of Absence (Military) Policy (V-5).

## **BACKGROUND:**

The Leave of Absence (Military) Policy (V-5) was last revised in November 2011. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

## **DISCUSSION**

The Leave of Absence (Military) Policy (V-5) has been updated to ensure continued compliance with the federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the California Military and Veterans Code.

Key revisions include clarifications related to short-term military duty leave, fiscal-year dates, and employee benefits while on military leave. The updated language also provides clearer definitions regarding additional and special assignment pay.

The policy now includes an updated definition of a City employee for the purpose of determining eligibility for military leave. In addition, it incorporates eligibility provisions for National Guard members who are called to duty during a state of emergency, as outlined in Government Code 395.05.

Finally, the revised policy includes expanded information regarding benefits and compensation during a military leave of absence, including CalPERS service credit, vacation, sick leave and holiday accruals, and promotional rights.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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Attachments:

Leave of Absence (Military) Policy (V-5)