

County of Gloucester  
Human Resources Manual

---

<b>CHAPTER:</b>	<b>6 – LEAVE TIME</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>8 – MILITARY LEAVE</b>	<b>REVISED: 5/22/24</b>

The County will grant military leave for eligible employees in accordance with applicable federal and state laws and regulations.

Upon returning from military leave, an employee shall be reinstated by the County without loss of benefits or seniority if he/she reports to work within 90 days of discharge from military service unless the separation was by a dishonorable discharge. (N.J.S.A. 38:23-4). Furthermore, seniority and all steps and increments to gross base pay will be given to employees on active duty military leave at the time and at the rate that the employees would normally be due them.

The employee may choose to stop or modify all voluntary deductions (deferred compensation, additional life and disability insurance, etc.) during this period. The County will not assume any responsibility in the payment of any voluntary deductions.

If the differential pay is insufficient to cover regular pension deductions in effect at the time of activation, the employer will pay the deductions for an employee's regular pension contribution and contributory group life insurance. Upon return from leave (except in the event of a dishonorable discharge), these employees will be setup on a repayment plan.

#### **Pay Provisions for United States Military Active Duty**

A permanent or full-time temporary officer or employee of the County, who is a member of the organized reserve of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, including the National Guard of other States, shall be entitled, in addition to pay received, if any, from the Armed Forces of the United States, a leave of absence from his or her employment without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal Active Duty, provided, however, that such leaves of absence shall not exceed thirty (30) days in any calendar year (N.J.S.A. 38:23-1). Such leave of absence shall be in addition to the regular vacation or other accrued leave of such officer or employee.

Those County employees who are engaged in Federal Active Duty in excess of thirty (30) days for the calendar year shall be compensated by the County, beginning on the thirty first (31st) day of such duty, the difference between their base County pay and their base military pay (if any) for the period of time in which they are engaged in Federal Active Duty for the calendar year.

### **Pay Provisions for NJ National Guard Active Duty**

All County employees who are members of the “organized militia”, which is defined as “All the military forces of this State”, are entitled to ninety (90) days leave of absence in a calendar year without loss of pay or time on all days during which the employee is engaged in any period of State or Federal Active Duty. (N.J.S.A. 38A:4-4). The leave of absence for such military duty shall be in addition to the regular vacation or other accrued leave of the employee.

Those County employees who are engaged in State or Federal Active Duty in excess of ninety (90) days for the calendar year will be compensated by the County, beginning on the ninety first (91st) day of such duty, the difference between their base County pay and their base military pay (if any) for the period of time in which they are engaged in State or Federal Active Duty for the calendar year. The rationale for the difference between (90) and (30) day leaves of absence is that those members of any military force of this State are charged with State responsibilities in addition to Federal responsibilities, as opposed to their Federal counterparts who are only charged with Federal responsibilities.

### **Leave Provisions for “Drill Weekends” or Inactive Duty Training**

The county grants paid Military Leave to any employee with valid orders to report for drills and/or training.

#### **Employee:**

Submits a written request for military leave to their Department Heads with official military orders.

Notifies the Human Resources Department 30 days before discharge from military service of his/her intent to return to work.

Provides copies of military deployment papers immediately to the County Human Resources Department.

Provides copies of military pay stubs immediately to designated payroll/contact person in the County Treasurer’s Office.

#### **Department Head/designee:**

Forwards the written request and supporting documentation to the Human Resources by the end of the next working day.

**Human Resources:**

Responds to the request in writing to the employee and Department Head within five days.

For all military leaves without pay, Human Resources will maintain all records of such leaves, including the type of leave, report leaves to the NJ CSC, and place copies of all documents in the employee's personnel file.

**Treasurer's Office:**

Calculates the difference in County base pay and military base pay.

Adjusts County pay accordingly and forwards pay to military personnel by mailing to designated contact person, the employee, or direct deposit.