



DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE



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DATE: JUNE 19, 2014  
FROM: CHIEF PETE N. KASSETAS <sup>PK</sup>  
DPS DEPUTY SECRETARY - OPERATIONS  
TO: ALL DPS EMPLOYEES  
SUBJECT: DIRECTIVE 2014-03  
MILITARY LEAVE

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As Deputy Secretary of DPS, I want express my heartfelt gratitude to all of the men and women of DPS that serve our nation in the armed forces. At this time, I also want to remind everyone of our departmental policy, PRS: 15, Absences from Work; Military Leave, which states:

- Employees who are members of an organized reserve unit or the National Guard ordered to active duty training shall be granted up to fifteen (15) workdays of paid military leave per federal fiscal year. These fifteen (15) work days are in addition to other authorized leave. **The Governor may grant members of the National Guard paid military leave for active duty training in addition to that already given by law.** Such additional leave must not exceed fifteen (15) workdays per federal fiscal year.
- Full-time employees who are members of the State Defense Force shall be granted up to fifteen (15) workdays of paid military leave to attend officially authorized training or instruction courses per federal fiscal year.
- Employees who are members of the Civil Air Patrol shall be granted military leave not to exceed fifteen (15) workdays per calendar year for search and rescue missions.
- Employees who are members of a reserve component of the United States Armed Forces shall, upon request, be granted unpaid leave for the period required to perform active duty for training or inactive duty training in the United States Armed Forces in accordance with the provisions of 38 U.S.C. Section 2024.
- An employee may choose to substitute accrued annual leave for unpaid military leave.

I also want every affected employee and their supervisors to take into consideration that when an employee is given orders by the military for an active duty assignment they should share those orders immediately with their supervisory staff so that appropriate planning and scheduling can take place for

the affected district or bureau. This will not only serve as a benefit to our department but the military as well. For example, if an employee is scheduled to work a graveyard shift the night before a military assignment, that particular employee more than likely will not be duty ready to fulfill their military obligations due to fatigue. Or, if an employee is on military orders in a separate city from where they live, they will have to travel back late after their military obligation where they may be scheduled to work a day shift the following day, also may not be physically prepared to return to work. With that said, I am mandating each employee in the armed services take this matter into consideration and communicate with their supervisory staff to plan out their work schedule well in advance of their military orders, and take advantage of our department policy that also covers travel to and from their military assignment.

PNK/pnk