



Seattle Police Department Policy Manual



4.130 – Military Leave

Effective Date: 01/01/2017

4.130-POL

This policy applies to employees fulfilling a military obligation.

1. Employees May Refer to [City Personnel Rule 7.9—Military Leave](#) and [RCW 38.40.060](#) For Definitions and Application

Employees serving in the National Guard or military reserve of the United States are granted paid military leave of absence for up to 21 workdays each federal fiscal year (October 1st through September 30th) to report for required military duty.

Employees may take unpaid military leave or paid discretionary time if their military service goes beyond 21 workdays.

(See 4.130-PRO-1 Requesting Military Leave)

2. A Bureau Chief Approves Employee Military Leave That Exceeds 21 Workdays in a Federal Fiscal Year

Employees requesting unpaid military leave will submit a "Leave Request."

The employee will complete the Department request before the publication of their military orders.

4.130-PRO-1 Requesting Military Leave

Employee

1a. **Completes** a "Leave Request" for up to 21 days of paid military leave.

- For unpaid leave beyond 21 days of paid leave proceeds to 1b.

1b. **Completes** an Employee Request for Leave of Absence (form 2.9) for unpaid military leave.

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2. **Attaches** a copy of military orders or written verification of assigned drill days.
3. **Submits** a Leave Request or Employee Request for Leave of Absence (form 2.9) to the Bureau Chief through their chain of command.
4. **Emails** a copy of the request to the Human Resources Director.
5. **Contacts** the Benefits Supervisor in Human Resources regarding possible military wage supplement pay.

Benefits Supervisor

6. **Notifies** the employee in writing of the Department's decision regarding the unpaid military leave request.
7. **Updates** PEDS if the military leave lasts over two weeks.

Employee

8. **Notifies** the Benefits Supervisor when unpaid military leave over two weeks is ending.

Employment Services Lieutenant

9. **Authorizes** the employee to return to duty when the employee's military leave ends.
10. **Temporarily assigns** the employee returning from extended absence to the Education and Training Section.
11. **Directs** Benefits Supervisor to update PEDS when the military leave ends.