



## MILITARY LEAVE POLICY NO: 236-P

- Applies To: All regular employees of the City of Traverse City who are required to take a leave of absence for military service, training, or related obligations.
- Effective Date: 07/01/2025
- Associated References: [USERRA - Uniformed Services Employment and Reemployment Rights Act](#)

### **Purpose:**

The purpose of this policy is to outline the City of Traverse City's commitment to supporting employees who are called to serve in the United States Armed Forces, including the Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service. This policy ensures compliance with all applicable federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), regarding military leaves of absence, reemployment rights, and continuation of benefits.

### **Additional Authority:**

USERRA - Uniformed Services Employment and Reemployment Rights Act

### **Scope:**

This policy applies to all regular employees of the City of Traverse City who are required to take a leave of absence for military service, training, or related obligations. It provides guidance on the process for requesting leave, outlines employee rights and responsibilities during the leave, and describes the conditions for reinstatement upon completion of military duty.

The City values the service and sacrifice of its employees who serve in the uniformed services and is committed to providing the protections and support they are entitled to under the law.

### **Responsibility:**

The City Manager, through the Human Resource Department, is responsible for the development and implementation of this policy.

### **Policy Statement:**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law.

