



PERSONNEL RULES AND REGULATIONS

RULE 12: <i>Types of Leave</i>	APPROVED: REVISED:
REGULATION 7: <i>Military Leave</i>	Pages: 1 of 1

Section 1: Introduction

Sarpy County complies with Federal and State Military Leave provisions. Please refer to Neb. Rev. Stat. §§55-160 through 55-166 and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) for more information.

Section 2: Provisions

- A. Employees may be required to provide documentation of military service at the request of the Department Head and/or the Human Resources Department, where permissible by law.
- B. Employees called for military service should complete the Military Leave Request Form and submit it to their Department Head prior to the commencement of their Military Leave, when practicable.
- C. Employees on Military Leave for a period of active service shall receive wages as required under Neb. Rev. Stat. §55-160. Employees may not ‘bank’ their legally mandated leave; this leave must be used when leave time is first eligible.
- D. If the amount of qualified military leave requested exceeds the paid leave as required under statute, employees may request an unpaid leave of absence, or may request to use vacation and/or compensatory time. When employees choose an unpaid leave of absence, their employment status will be designated as inactive, and generally treated like any other unpaid leave of absence (e.g. cease to earn leave benefits) except as otherwise required by law. In those instances where employees elect to use accrued Vacation Leave and/or Compensatory Time, they will be considered to be in an active status (e.g. earn leave benefits) until such time as employees exhaust their accrued Vacation Leave and/or Compensatory Time.
- E. In those situations when an employee’s monthly health insurance premium may not be covered in whole or in part through payroll deductions due to unpaid military leave time taken, arrangements must be made in advance, whenever possible, with the Payroll Division of the County Clerk’s Office to ensure adequate funds for the month’s coverage or it will be cancelled.
- F. Employees, upon reaching an inactive status, shall be entitled to continue their health insurance benefits as provided for under USERRA and will be issued documents complying with the Consolidated Omnibus Budget Reconciliation Act (COBRA).