

**SECTION 31.18 LEAVE OF ABSENCE.**

(A) All employees of the City of Medina who are members of the Ohio National Guard or members of other reserve components of the Armed Forces of the United States shall be entitled to a military leave of absence for their respective duties without loss of regular pay, holiday pay, or vacation time for such time as they are in the military service on field training or active duty for periods not to exceed thirty-eight (38) days in any one calendar year, after presentation of official orders and submission of a leave request. The department head shall be required to arrange a shift change permitting employees working other than Monday through Friday to participate in National Guard or Reserves weekend training sessions without loss of time. If no such shift change can be arranged, the employee shall be entitled to a leave of absence for the same without loss of regular pay.

(B) All regular employees who are drafted, or who enter the Armed Forces of the United States during a period of national emergency, or who are called to active duty in the Armed Forces Reserve or Ohio National Guard, shall be granted an extended military leave of absence for a period of military commitment. Upon presentation of official orders, such employee shall receive pay for the number of working days according to his regular work schedule accruing during the first thirty-eight (38) calendar days of military leave.

1. Employees granted an extended military leave of absence may elect to be paid for any accumulated annual leave.
2. Employees on extended military leave shall continue to earn seniority credit for purposes of annual leave and promotional examination.
3. Upon return from extended military leave, employees will be reinstated to the same pay step of the pay schedule at which they were situated at the time of leave of absence. Thus, employees on extended military leave will receive any general salary adjustments that were granted to their job classification during their absence. Employees on extended military leave shall not earn time toward merit raises or longevity pay steps during the unpaid period of military leave; however, they shall retain such service time as they had at the time of leave of absence.

(C) Any employee of the City of Medina having been in the employ of the City of Medina for at least six (6) months may be granted a leave of absence without pay by the responsible appointing authority or elected official for a period of time as deemed warranted, but not to exceed six (6) months within one (1) year. Written notice of said leave will be given to the Civil Service Commission and the Finance Director.

1. Group hospitalization insurance may be retained during a leave of absence of one (1) or more months for a maximum of six (6) months at the employee's expense.
2. Accumulated benefits. Time toward sick, vacation, or longevity pay will not accumulate during the leave of absence. Upon return to work, the employee will be entitled to pre-leave status relative to accumulated sick, vacation, or longevity pay, as well as pay range and step and job classification.

3. Step increases. An employee who has been granted a leave of absence will not receive a step increase under Section 31.08(A) unless he has accumulated a total of nine-(9) month's active service during the prior calendar year.

(D) Any employee of the City who is subpoenaed for jury duty or as a witness during normal working hours shall be entitled to leave with pay and excused from work for such service upon presentation of the subpoena and the receipt of the jury or witness fees by the Finance Department.