




Pine-Strawberry Fire District

Compensation and Benefits

4.2

Subject: Military Leave	Page: 1 of 4
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I. PURPOSE:

To enable Pine-Strawberry Fire District (PSFD) members to satisfy their military reserve or order to active-duty service obligations while retaining their PSFD status in accordance with federal and state law.

II. POLICY:

Members required to attend military reserve training duty shall be entitled to military leave from PSFD duties without loss of pay, position or service, evaluation rating, benefit accrual, or other District-provided benefits. Likewise, a member who is ordered into active duty shall be granted unpaid military leave of absence in order to fulfill military obligations.

III. SCOPE:

This policy shall apply to all PSFD members.

IV. PROCEDURE:

The member shall notify the immediate supervisor upon receipt of military orders to report to duty. The member should submit a copy of the military orders immediately upon receipt. The Fire Chief shall review such orders in advance in order for the military leave to be approved.

V. PRACTICE: Military Reserve Training Duty (Military Leave With Pay)

- A. PSFD members shall be granted military reserve training leave with pay for military duty required in order to meet training obligations.
- B. In accordance with federal and state law, military training leave shall not exceed 30 days in 2 consecutive calendar years. For purposes of calculation of such time, shift suppression members shall be granted leave up to 720 hours over 2 consecutive calendar years; non-shift suppression or administrative members shall be granted leave up to 240 hours over 2 consecutive calendar years. Additional time off for military reserve training may be granted but shall not be covered under this policy.
- C. The member shall return to their regular position upon return from military training leave.
- D. A member fulfilling the military reserve training obligation will do so without loss of position, time in service, evaluation rating, accrued benefit accrual, or other PSFD provided benefits.
 - 1. The member will still be responsible for any financial obligations they normally have for benefits if not on military training leave.
 - 2. PSFD will make the necessary contributions to PSPRS or ASRS for full-time members to keep their retirement current while deployed.
- E. During the period of time spent in field training under orders, the member shall be on paid military leave and hours shall not be deducted from their PTO, as long as no more than 30 days in 2 consecutive fiscal years (July 1 to June 30) have been exhausted.

VI. PRACTICE: Active-Duty Military Leave (Without Pay):

- A. PSFD members shall be granted military leave without pay when ordered to active military duty. In some circumstances, a member may be activated to full-time military service. Examples include, but are not limited to:
 - 1. A war or period of national emergency.
 - 2. A period of national conscription.

3. A period when the U.S. Armed Forces are serving upon an order or request of the United Nations.
- B. PSFD members shall be eligible for a military leave without pay for periods of active duty, with the armed forces of the United States, for a period not to exceed 5 cumulative years.
- C. When a member enters unpaid military leave, all paid leave benefits shall cease to accrue for the duration of the leave.
 1. If unpaid military leave is less than 90 days, the member will receive credit for time in service.
 2. The member will retain all accumulated PTO or sick time.
- D. Because the member on active military duty shall receive group health/dental insurance benefits provided by the military, PSFD group health/dental insurance benefits shall discontinue 1 month after date active military duty begins.
 1. The member will be responsible for any financial obligation they are normally responsible for.
 2. The member can elect to have their PSFD group health/dental insurance benefits end on the date they enter active duty.
- E. If active-duty service is less than 31 days, the member may elect to continue coverage through the District. They shall be required to pay the portion of the premiums that they would pay if they were on active status with PSFD.
- F. If active-duty service is 31 days or more, the member may elect to continue coverage through the District. They shall be required to pay 100% of the entire insurance premiums.
- G. Upon return to active employment, reinstatement of position and benefits shall be afforded in accordance with the law.
- H. On return from military leave to employment, the member is entitled to re-employment in the job position they would have attained, with reasonable certainty, if not for the military absence. In order to return, the member:
 1. Must be qualified to perform the duties.
 2. Must meet all skill and physical requirements of the position.

3. Must submit a certificate of satisfactory completion of service.
- I. PSFD will provide required training to the member to ensure their safety and continued operational effectiveness.
- J. PSFD will make reasonable efforts, at no cost to the member, to help the member become qualified to perform the duties, skills, and requirements of the position.
- K. On return to active employment, the member is to be compensated at the rate of pay associated with the escalator position or taking into account any pay increase (step and/or merit) the member would have attained.
- L. In accordance with state statute, if a PSPRS-covered or ASRS-covered member is a member of the reserves or a member of the Arizona National Guard and is subject to a presidential call up to active military duty, the District shall make PSPRS or ASRS contributions on behalf of the District and the member for the period of time of active military service, up to a maximum of 48 months. The contributions shall be made upon the member's return and shall be based upon the compensation that the member would have received for the period of time they were ordered into active military service. All related provisions of the state statutes shall be followed.
- M. In accordance with state statute, if a member who is an ASRS or PSPRS member volunteers or is ordered to perform military service, they may receive credited service for no more than 60 months of military service. The member has up to 3 times the length of the military service, not to exceed 60 months, to make their own ASRS or PSPRS contributions. Once the member has made their contributions, the District shall make its contribution in a lump sum. The contributions shall be based upon the compensation that the member would have received for the period of time they were ordered into active military service. All related provisions of the state statutes shall be followed.