

- Attending counseling sessions for the military service member, the employee, or the military service member's son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because of a mental or physical disability
- Rest and Recuperation (NOTE: fifteen (15) days of leave is available for this exigency per R&R event).
- Post-deployment activities such as arrival ceremonies, reintegration briefings and other official ceremonies sponsored by the military (Note: leave for these events is available during a period of 90-days following the termination of active-duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty.
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g., arranging for alternative care or transfer to a care facility); and,
- Other exigencies that arise that are agreed to by both the County and employee.

**“Serious Injury/Illness”** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his/her office, grade, rank or rating.

#### **Notice And Leave Request Process**

**Foreseeable Need for Leave:** If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least a thirty (30) day notice. If a 30-day notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

**Unforeseeable Need for Leave:** If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

**Leave Request Process:** To request leave under this policy, employees must obtain and complete a leave request form from their supervisor or Human Resources and return the completed form to Human Resources. If the need for leave is unforeseeable and employees will be absent more than 3 days, employees should contact Human Resources by telephone and request that a leave form be provided to the employee. If the need for leave will be fewer than 3 days, employees must complete and return the leave request form upon returning to work.