

## Q1 What is your name and jurisdiction?

Answered: 14 Skipped: 0

#	RESPONSES	DATE
1	Larry Mullins - Springfield Township	3/18/2024 9:25 AM
2	Miami Township	3/15/2024 3:28 PM
3	Julie Prickett City of Montgomery	3/15/2024 3:09 PM
4	city of vandalia	3/15/2024 9:10 AM
5	Jessica Chaney Indian Hill	3/15/2024 9:06 AM
6	Karen Zeilman City of Wyoming	3/14/2024 10:16 AM
7	Cheryl Allgeyer Hamilton Township, Warren County	3/13/2024 2:19 PM
8	Jeff Weckbach, Colerain Township	3/13/2024 1:49 PM
9	Melanie Hermes and Delhi township	3/13/2024 1:17 PM
10	City of Mason	3/13/2024 1:05 PM
11	Claudia Carroll/Pierce Township	3/13/2024 11:26 AM
12	Jennifer Kaminer Village of Fairfax	3/13/2024 10:22 AM
13	Madeira, Lori Thompson	3/13/2024 10:22 AM
14	Addyston	3/13/2024 10:18 AM

## Q2 What is your military leave policy for employees that are not subject to a CBA?

Answered: 13 Skipped: 1

#	RESPONSES	DATE
1	<p>Any Employee who is a member of the Reserves of the Armed Forces of the United States or a National Guard unit will be entitled to Military Leave for regular training with pay for up to 31 days in any calendar year. Employees must file a request in writing with the Employee's Department Head. Requests for regular training leave must be filed not less than two weeks before the beginning of the leave period in order to be paid. Extended Military Leave without pay is given to those Employees who are called up for military active duty service or those who enlist. Upon return from extended Military Leave, Employees will be returned to their former position or one of like responsibility. Application for return from leave must be made to the Township Administrator within ninety days after discharge from active duty. Employees on extended Military Leave may receive retirement credit for time spent on military service, in accordance with the rules of the respective retirement system. Replacements for Employees leaving on extended Military Leave will be hired, but they are subject to layoff when the Employee on extended Military Leave returns. An Employee who returns from extended Military Leave will receive any wage adjustments that would be due as though actively on the payroll. Vacation and sick leave do not accumulate during extended Military Leave.</p>	3/15/2024 3:28 PM
2	see policy forwarded thru email	3/15/2024 3:09 PM
3	<p>800.11 USE OF LEAVE DURING THE PROBATIONARY PERIOD This section applies only to new employees serving their first probationary period. It does not apply to employees who are serving a probationary period as a result of being promoted or transferred, or re-employed after an absence of less than one year. A. Leave. No leave other than sick leave, injury leave, funeral leave, parental leave, compensatory time, (Res. 97-R-18 Passed 6/16/97) authorized leave without pay and temporary military leave shall be taken by an employee during the first six months of their probationary period. (Res. 03-R-17 Passed 6/16/03) B. Vacation Leave. Vacation leave accumulates during an employee's probationary period but they may not use the leave until they have completed the first six months of their probationary period. New employees must begin employment no later than the fifteenth of the month to receive vacation accumulation for the first month of employment. (Res. 02-R-22 Passed 10/7/02) (Res. 03-R-17 Passed 6/16/03) 800.12 TEMPORARY MILITARY LEAVE This leave is granted in accordance with Ohio State Law. A. Employees who are members of the Ohio organized militia or other reserve components of the United States armed forces, including the Ohio National Guard, are entitled to a paid military leave of absence of up to 22 days within any calendar year when they are performing in the uniformed services. B. To qualify for paid leave, the employee must present their field order prior to reporting for training or duty. C. In order to receive their pay, the employee must complete a Military Leave Affidavit. For the purpose of computing vacation or sick leave, temporary military leave will count as full service with the City. (Res. 02-R-05 Passed 1/22/02) 800.13 EXTENDED MILITARY LEAVE A. Extended Military Leave is given to those employees who are called or ordered to the uniformed services for longer than 22 days for each calendar year when they are performing service in the uniformed services because of an executive order issued by the President of the United States or an act of Congress. During the military service period designated in the executive order or act of Congress, an employee is entitled to a leave of absence and to be paid during the monthly pay period of that leave of absence, the lesser of the following: 1. The difference between the employee's gross monthly wage or salary with the City of Vandalia and the sum of the employee's gross pay and allowances received that month; or, 2. Five hundred dollars (\$500). B. No city employee shall receive payments while on Extended Military Leave if the sum of their gross uniformed pay and allowances received in a pay period exceeds the employee's gross monthly wage or salary with the City of Vandalia. C. Employees on Extended Military Leave will receive retirement credit for time spent in military service. D. Replacements for employees on Extended Military Leave will be hired with permanent status, but are subject to layoff when the absent employee returns. E. When an employee returns from Extended Military Leave, they will receive any wage adjustments and step increases that would be due as though they had been actively on</p>	3/15/2024 9:10 AM

the payroll. F. Vacation and sick leave do not accumulate during Extended Military Leave. G. In order to receive the pay, the employee must complete a Military Leave Affidavit. The Military Leave Affidavit shall include a copy of the executive order issued by the President of the United States or an act of Congress authorizing the call to order to the uniformed services. (Res. 02-R-05 Passed 1/22/02).

4	<p>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. Employees on military leave may substitute their available paid vacation time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like status and pay that the employee is qualified to perform.</p> <p>a. Continuation of Health Benefits. During a military leave of less than thirty-one (31) days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than thirty (30) days, an employee may elect to continue his/her health coverage for up to twenty-four (24) months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage.</p> <p>b. Leave for Active or Reserve Duty. Upon receipt of orders for active or reserve duty, an employee should notify the City Manager as soon as possible, and submit a copy of the military orders (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).</p> <p>c. Leave for Training and Other Related Obligations (e.g., fitness for service examinations). Employees will also be granted time off for military training 51   P a g e and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor of their training schedule and/or other related obligations as far in advance as possible.</p> <p>d. Notice Required Return from Military Leave. Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:</p> <p>An employee who served for less than thirty-one (31) days or who reported for a fitness to serve examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight (8) hours after the employee has returned from the location of service.</p> <p>An employee who served for more than thirty (30) days, but less than one hundred eighty-one (181) days, must submit an application for reemployment no later than fourteen (14) days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.</p> <p>An employee who served for more than one hundred eighty (180) days must submit an application for reemployment no later than ninety (90) days after the completion of the uniformed service.</p> <p>An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the City Manager (if the service was less than thirty-one (31) days), or submit an application for reemployment (if the service was greater than thirty (30) days), at the end of the necessary recovery period (but which may not exceed two (2) years).</p> <p>An employee whose military service was for more than thirty (30) days must provide documentation with their application for reemployment (unless such documentation does not yet exist or is not readily available) showing the following:</p> <ol style="list-style-type: none"> <li>1) The application for reemployment is timely (i.e. submitted within the required time period);</li> <li>2) The period of service has not exceeded five (5) years; and,</li> <li>3) The employee received an honorable or general discharge.</li> </ol>	3/15/2024 9:06 AM
5	<p>6.08 Military Leave Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state laws. The time off will be unpaid, except where state law dictates otherwise. Under Ohio law, permanent public employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to leave of absences from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed service. In addition, any permanent public employee who is employed by a political subdivision, who is entitled to the aforementioned leave, and who is called or ordered to the uniformed services for longer than a month, is entitled, under certain circumstance, to be paid during each monthly pay period of such leave of absence, the lesser of the following: (1) the difference between the employee's gross monthly wage or salary as a permanent public employee and the sum of the employee's gross uniformed pay and allowances received for that month, (2) five hundred dollars. City employees whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of the</p>	3/14/2024 10:16 AM

collective bargaining agreement with respect to the performance of that service, except that no collect bargaining agreement may afford fewer rights and benefits that are conferred under state law. Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the employee's department director and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the City unless military necessity makes this impossible. You must notify the City of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

6	<p>MILITARY LEAVE A. Active Duty Leave — Military Leave is governed by both state and federal laws. In general, any employee with more than 90 days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall be granted a military leave of absence without pay. If not accepted for active duty, the employee shall be reinstated to the employee's former position without loss of seniority or status or reduction in pay. Employees who complete their active duty obligation (without voluntarily re-enlisting or extending that obligation) are entitled to their previous position within 30 days after their written request, provided such request is submitted within the statutorily required period following discharge or release from active duty. If temporary physical disability precludes the employee from performing the previous job, the employee shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to previously held positions under these provisions shall receive credit for military service in areas affecting seniority status, rank, rating, increments, qualifications, etc., as though they had been continually employed. B. Military Reserve Leave — R.C. 5923.05 requires that permanent public employees, who are members of Ohio National Guard, Ohio Organized Militia, or other reserve components of the armed forces of the United States be authorized up to 176 hours of leave without loss of pay per calendar year for military duty or training. This payment is in addition to the gross uniformed pay and allowances the employee receives from the military. C. Military Reserve Leave In Excess Of 176 Hours — Any permanent public employee called to military duty for a period in excess of the 176 hours because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the governor pursuant to R.C. Section 5919.29, is entitled to be paid the difference between the employee's gross monthly wage or salary and the gross uniformed pay and allowances up to \$500.00 per month. If the gross uniformed pay and allowances equals or exceeds the employee's regular gross monthly wage or salary normally paid by the Employer, the employee is not entitled to any additional compensation from the Employer after being compensated for the initial 176 hours per calendar year. D. Request For Leave — Employees are required to submit to the Employer a copy of the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete and submit a request for leave form.</p>	3/13/2024 2:19 PM
7	We follow FMLA guidelines, meaning they get a \$500 stipend per month while on leave.	3/13/2024 1:49 PM
8	<p>Approved: 1/31/2024 Delhi Township shall not refuse to employ, nor shall it discharge any person due to membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States, or their auxiliaries or prevent him/her from performing any military service as he/she may be called upon to perform, by proper authority. A full time employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05). An employee of the Township shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, he/she shall be reinstated in his/her position without loss of seniority or reduction in his/her pay rate. When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.</p>	3/13/2024 1:17 PM
9	City of Mason follows federal and state laws on this leave.	3/13/2024 1:05 PM
10	<p>Employee Policy Manual 5.4 Military Leave The Township shall not refuse to employ nor shall it terminate any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, nor shall the Township prevent any such prospective or current employee from performing any military service such person may be called upon to perform, by proper authority. A regular employee of the Township shall be granted a military leave of absence in accordance with Ohio Revised Code § 5923.05. A regular employee of the Township shall be</p>	3/13/2024 11:26 AM

granted a leave of absence to be inducted into or otherwise enter military duty. If not accepted for, or upon completion of such duty, such employee shall be reinstated to his or her former position without loss of seniority or reduction in pay rate. When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.

11	Follow ORC 5923.05 Paid Military Leave for Permanent Public Employees	3/13/2024 10:22 AM
12	An employee of the City shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, the employee shall be reinstated to their current position. Permanent full-time employees not accepted for such duty shall be reinstated to their current position without loss of seniority, or reduction in their rate of pay. During such leave of absence, the employee shall, for all intents and purposes, be considered as having rendered service and as having received the current regular rate of pay. The City shall not refuse to employ nor shall it discharge any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, or such other service as are specified in section 124.29 of the Ohio Revised Code, or prevent the employee from performing any military service as the employee may be called upon to perform by proper authority.	3/13/2024 10:22 AM
13	No policy	3/13/2024 10:18 AM

### Q3 What are the military leave policies for collective bargaining units in your jurisdiction?

Answered: 13 Skipped: 1

#	RESPONSES	DATE
1	same as above.	3/15/2024 3:28 PM
2	same as non-CBA employees	3/15/2024 3:09 PM
3	Same as #2	3/15/2024 9:10 AM
4	OPBA Agreement with Police Officers Article 12 Unpaid Leave, Section Section 2. Military Leave. Leaves of absence without pay, for the performance of duty with the United States Armed Forces or with a Reserve component thereof, shall be granted in accordance with applicable law.	3/15/2024 9:06 AM
5	same, there is nothing in the contracts separate from the employee manual	3/14/2024 10:16 AM
6	MILITARY LEAVE A. An employee who is a member of a reserve or National Guard unit will be granted leave in accordance with current State and Federal statutes. B. Employees are required to submit to the Department Head an order or statement from the appropriate military commander as evidence of such duty. There is no requirement that the service be in one continuous period of time. C. Emergency leave will be granted for mob, riot, flood, civil defense, or similar duties if so ordered by the governor to assist civil authorities full-time Military Leave will be governed by prevailing law.	3/13/2024 2:19 PM
7	We follow FMLA guidelines, meaning they get a \$500 stipend per month while on leave.	3/13/2024 1:49 PM
8	Police CBA: he Employer will comply with applicable state and federal law as they apply to military duty. Fire CBA: Leaves of absence, for the performance of duty with the United States Armed Forces or with a Reserve component thereof, shall be granted in accordance with applicable law.	3/13/2024 1:17 PM
9	City of Mason follows federal and state laws on this topic	3/13/2024 1:05 PM
10	Fire Union Contract B. Military Leave The Employer neither refuses nor terminates an Employee because of membership in the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, nor does the employer prevent any prospective or current Employee from performing any military service such Employee may be called upon to perform, by proper authority. A full time Employee shall be granted a military leave of absence in accordance with the provisions of the Ohio Revised Code including Sec.5923.05. A full time Employee shall be granted a leave of absence to be inducted into or otherwise enter military duty. If not accepted for, or upon completion of such duty, such Employee shall be reinstated to his or her former position without loss of seniority or reduction in pay. When military service is carried out at the option of the Employee, the employer will grant the Employee a military leave of absence without pay.	3/13/2024 11:26 AM
11	Not applicable	3/13/2024 10:22 AM
12	same as above	3/13/2024 10:22 AM
13	No policy	3/13/2024 10:18 AM

## Q4 Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

Answered: 8 Skipped: 6

#	RESPONSES	DATE
1	I will forward the Policy	3/18/2024 9:25 AM
2	emailed as requested	3/15/2024 3:09 PM
3	Emailed the City's Military Leave Affidavit to RCombs	3/15/2024 9:10 AM
4	Provided policy in answers above; however, we are also reevaluating our policy.	3/15/2024 9:06 AM
5	It may be worth reaching out to our Fire or Police Department directly as they have frequently had folks deployed in excess of a year. The best contacts would be Shane Packer (Fire, spacker@colerain.org) or Nancy Spears (Police, nspears@colerain.org).	3/13/2024 1:49 PM
6	Included in survey.	3/13/2024 1:17 PM
7	Our Police union contract does not have a provision so it would fall back to the employee policy manual.	3/13/2024 11:26 AM
8	No policy	3/13/2024 10:18 AM

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 10:17:04 AM  
**Last Modified:** Wednesday, March 13, 2024 10:17:43 AM  
**Time Spent:** 00:00:39  
**IP Address:** 216.196.244.58

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Page 1

## Q1

What is your name and jurisdiction?

Addyston

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

No policy

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

No policy

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## Q4

Please provide any supporting policies and/or documentation to [RCombs@CityofSharonville.com](mailto:RCombs@CityofSharonville.com) and [CSmith@C4LG.org](mailto:CSmith@C4LG.org)

No policy

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## #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 10:21:11 AM  
**Last Modified:** Wednesday, March 13, 2024 10:22:07 AM  
**Time Spent:** 00:00:55  
**IP Address:** 174.61.127.151

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Page 1

**Q1**

What is your name and jurisdiction?

Madeira, Lori Thompson

**Q2**

What is your military leave policy for employees that are not subject to a CBA?

An employee of the City shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, the employee shall be reinstated to their current position. Permanent full-time employees not accepted for such duty shall be reinstated to their current position without loss of seniority, or reduction in their rate of pay. During such leave of absence, the employee shall, for all intents and purposes, be considered as having rendered service and as having received the current regular rate of pay.

The City shall not refuse to employ nor shall it discharge any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, or such other service as are specified in section 124.29 of the Ohio Revised Code, or prevent the employee from performing any military service as the employee may be called upon to perform by proper authority.

**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

same as above

**Q4**

Respondent skipped this question

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

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# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 10:21:33 AM  
**Last Modified:** Wednesday, March 13, 2024 10:22:23 AM  
**Time Spent:** 00:00:49  
**IP Address:** 216.68.204.86

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Page 1

## Q1

What is your name and jurisdiction?

Jennifer Kaminer  
Village of Fairfax

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

Follow ORC 5923.05 Paid Military Leave for Permanent Public Employees

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

Not applicable

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## Q4

**Respondent skipped this question**

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

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## #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 11:20:57 AM  
**Last Modified:** Wednesday, March 13, 2024 11:26:12 AM  
**Time Spent:** 00:05:15  
**IP Address:** 69.61.162.234

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Page 1

**Q1**

What is your name and jurisdiction?

Claudia Carroll/Pierce Township

**Q2**

What is your military leave policy for employees that are not subject to a CBA?

Employee Policy Manual

## 5.4 Military Leave

The Township shall not refuse to employ nor shall it terminate any person because of membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, nor shall the Township prevent any such prospective or current employee from performing any military service such person may be called upon to perform, by proper authority. A regular employee of the Township shall be granted a military leave of absence in accordance with Ohio Revised Code § 5923.05.

A regular employee of the Township shall be granted a leave of absence to be inducted into or otherwise enter military duty. If not accepted for, or upon completion of such duty, such employee shall be reinstated to his or her former position without loss of seniority or reduction in pay rate.

When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.

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**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

Fire Union Contract

**B. Military Leave**

The Employer neither refuses nor terminates an Employee because of membership in the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States or their auxiliaries, nor does the employer prevent any prospective or current Employee from performing any military service such Employee may be called upon to perform, by proper authority. A full time Employee shall be granted a military leave of absence in accordance with the provisions of the Ohio Revised Code including Sec.5923.05. A full time Employee shall be granted a leave of absence to be inducted into or otherwise enter military duty. If not accepted for, or upon completion of such duty, such Employee shall be reinstated to his or her former position without loss of seniority or reduction in pay. When military service is carried out at the option of the Employee, the employer will grant the Employee a military leave of absence without pay.

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**Q4**

Please provide any supporting policies and/or documentation to [RCombs@CityofSharonville.com](mailto:RCombs@CityofSharonville.com) and [CSmith@C4LG.org](mailto:CSmith@C4LG.org)

Our Police union contract does not have a provision so it would fall back to the employee policy manual.

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# #5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 12:59:12 PM  
**Last Modified:** Wednesday, March 13, 2024 1:05:09 PM  
**Time Spent:** 00:05:56  
**IP Address:** 66.161.221.162

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Page 1

## Q1

What is your name and jurisdiction?

City of Mason

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

City of Mason follows federal and state laws on this leave.

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

City of Mason follows federal and state laws on this topic

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## Q4

Respondent skipped this question

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

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## #6

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 1:13:59 PM  
**Last Modified:** Wednesday, March 13, 2024 1:16:59 PM  
**Time Spent:** 00:03:00  
**IP Address:** 66.161.250.150

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Page 1

## Q1

What is your name and jurisdiction?

Melanie Hermes and Delhi township

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

Approved: 1/31/2024

Delhi Township shall not refuse to employ, nor shall it discharge any person due to membership with the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, the Armed Services of the United States, or their auxiliaries or prevent him/her from performing any military service as he/she may be called upon to perform, by proper authority.

A full time employee of the Township shall be granted a leave of absence to perform service in the uniformed services with pay for periods up to one month, for each calendar year in which they are performing such service (ORC 5923.05).

An employee of the Township shall be granted a leave of absence to be inducted or otherwise enter military duty. If not accepted for such duty, he/she shall be reinstated in his/her position without loss of seniority or reduction in his/her pay rate.

When such military service (including National Guard and reserve duty) is carried out at the option of the employee, the Township will grant the employee a military leave of absence without pay.

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

Police CBA: he Employer will comply with applicable state and federal law as they apply to military duty.

Fire CBA: Leaves of absence, for the performance of duty with the United States Armed Forces or with a Reserve component thereof, shall be granted in accordance with applicable law.

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**Q4**

Please provide any supporting policies and/or documentation to [RCombs@CityofSharonville.com](mailto:RCombs@CityofSharonville.com) and [CSmith@C4LG.org](mailto:CSmith@C4LG.org)

Included in survey.

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# #7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 1:47:18 PM  
**Last Modified:** Wednesday, March 13, 2024 1:48:58 PM  
**Time Spent:** 00:01:39  
**IP Address:** 66.161.212.226

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Page 1

## Q1

What is your name and jurisdiction?

Jeff Weckbach, Colerain Township

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

We follow FMLA guidelines, meaning they get a \$500 stipend per month while on leave.

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

We follow FMLA guidelines, meaning they get a \$500 stipend per month while on leave.

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## Q4

Please provide any supporting policies and/or documentation to [RCombs@CityofSharonville.com](mailto:RCombs@CityofSharonville.com) and [CSmith@C4LG.org](mailto:CSmith@C4LG.org)

It may be worth reaching out to our Fire or Police Department directly as they have frequently had folks deployed in excess of a year. The best contacts would be Shane Packer (Fire, [spacker@colerain.org](mailto:spacker@colerain.org)) or Nancy Spears (Police, [nspears@colerain.org](mailto:nspears@colerain.org)).

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#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, March 13, 2024 2:09:07 PM  
**Last Modified:** Wednesday, March 13, 2024 2:19:04 PM  
**Time Spent:** 00:09:57  
**IP Address:** 96.11.98.186

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Page 1

**Q1**

What is your name and jurisdiction?

Cheryl Allgeyer  
Hamilton Township, Warren County

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**Q2**

What is your military leave policy for employees that are not subject to a CBA?

**MILITARY LEAVE**

A. Active Duty Leave — Military Leave is governed by both state and federal laws. In general, any employee with more than 90 days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall be granted a military leave of absence without pay. If not accepted for active duty, the employee shall be reinstated to the employee's former position without loss of seniority or status or reduction in pay. Employees who complete their active duty obligation (without voluntarily re-enlisting or extending that obligation) are entitled to their previous position within 30 days after their written request, provided such request is submitted within the statutorily required period following discharge or release from active duty. If temporary physical disability precludes the employee from performing the previous job, the employee shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to previously held positions under these provisions shall receive credit for military service in areas affecting seniority status, rank, rating, increments, qualifications, etc., as though they had been continually employed.

B. Military Reserve Leave — R.C. 5923.05 requires that permanent public employees, who are members of Ohio National Guard, Ohio Organized Militia, or other reserve components of the armed forces of the United States be authorized up to 176 hours of leave without loss of pay per calendar year for military duty or training. This payment is in addition to the gross uniformed pay and allowances the employee receives from the military.

C. Military Reserve Leave In Excess Of 176 Hours — Any permanent public employee called to military duty for a period in excess of the 176 hours because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the governor pursuant to R.C. Section 5919.29, is entitled to be paid the difference between the employee's gross monthly wage or salary and the gross uniformed pay and allowances up to \$500.00 per month. If the gross uniformed pay and allowances equals or exceeds the employee's regular gross monthly wage or salary normally paid by the Employer, the employee is not entitled to any additional compensation from the Employer after being compensated for the initial 176 hours per calendar year.

D. Request For Leave — Employees are required to submit to the Employer a copy of the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete and submit a request for leave form.

**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

**MILITARY LEAVE**

A. An employee who is a member of a reserve or National Guard unit will be granted leave in accordance with current State and Federal statutes.

B. Employees are required to submit to the Department Head an order or statement from the appropriate military commander as evidence of such duty. There is no requirement that the service be in one continuous period of time.

C. Emergency leave will be granted for mob, riot, flood, civil defense, or similar duties if so ordered by the governor to assist civil authorities full-time Military Leave will be governed by prevailing law.

**Q4**

Respondent skipped this question

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

#9

COMPLETE

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, March 14, 2024 10:12:08 AM  
**Last Modified:** Thursday, March 14, 2024 10:15:30 AM  
**Time Spent:** 00:03:21  
**IP Address:** 70.60.183.2

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Page 1

Q1

What is your name and jurisdiction?

Karen Zeilman City of Wyoming

Q2

What is your military leave policy for employees that are not subject to a CBA?

6.08 Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state laws.

The time off will be unpaid, except where state law dictates otherwise. Under Ohio law, permanent public employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to leave of absences from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed service. In addition, any permanent public employee who is employed by a political subdivision, who is entitled to the aforementioned leave, and who is called or ordered to the uniformed services for longer than a month, is entitled, under certain circumstance, to be paid during each monthly pay period of such leave of absence, the lesser of the following:

- (1) the difference between the employee's gross monthly wage or salary as a permanent public employee and the sum of the employee's gross uniformed pay and allowances received for that month,
- (2) five hundred dollars.

City employees whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of the collective bargaining agreement with respect to the performance of that service, except that no collect bargaining agreement may afford fewer rights and benefits that are conferred under state law.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the employee's department director and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the City unless military necessity makes this impossible. You must notify the City of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

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**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

same, there is nothing in the contracts separate from the employee manual

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**Q4**

**Respondent skipped this question**

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

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# #10

**COMPLETE**

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**Last Modified:** Friday, March 15, 2024 9:06:11 AM  
**Time Spent:** 00:03:05  
**IP Address:** 74.83.145.218

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Page 1

## Q1

What is your name and jurisdiction?

Jessica Chaney Indian Hill

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**Q2**

What is your military leave policy for employees that are not subject to a CBA?

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. Employees on military leave may substitute their available paid vacation time for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like status and pay that the employee is qualified to perform.

- a. Continuation of Health Benefits. During a military leave of less than thirty-one (31) days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than thirty (30) days, an employee may elect to continue his/her health coverage for up to twenty-four (24) months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage.
- b. Leave for Active or Reserve Duty. Upon receipt of orders for active or reserve duty, an employee should notify the City Manager as soon as possible, and submit a copy of the military orders (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).
- c. Leave for Training and Other Related Obligations (e.g., fitness for service examinations). Employees will also be granted time off for military training

51 | Page

and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor of their training schedule and/or other related obligations as far in advance as possible.

- d. Notice Required Return from Military Leave. Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

An employee who served for less than thirty-one (31) days or who reported for a fitness to serve examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight (8) hours after the employee has returned from the location of service.

An employee who served for more than thirty (30) days, but less than one hundred eighty-one (181) days, must submit an application for reemployment no later than fourteen (14) days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

An employee who served for more than one hundred eighty (180) days must submit an application for reemployment no later than ninety (90) days after the completion of the uniformed service.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the City Manager (if the service was less than thirty-one (31) days), or submit an application for reemployment (if the service was greater than thirty (30) days), at the end of the necessary recovery period (but which may not exceed two (2) years).

An employee whose military service was for more than thirty (30) days must provide documentation with their application for reemployment (unless such documentation does not yet exist or is not readily available) showing the following:

- 1) The application for reemployment is timely (i.e. submitted within the required time period);
- 2) The period of service has not exceeded five (5) years; and,
- 3) The employee received an honorable or general discharge.

**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

OPBA Agreement with Police Officers Article 12 Unpaid Leave, Section Section 2. Military Leave. Leaves of absence without pay, for the performance of duty with the United States Armed Forces or with a Reserve component thereof, shall be granted in accordance with applicable law.

**Q4**

Please provide any supporting policies and/or documentation to [RCombs@CityofSharonville.com](mailto:RCombs@CityofSharonville.com) and [CSmith@C4LG.org](mailto:CSmith@C4LG.org)

Provided policy in answers above; however, we are also reevaluating our policy.

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# #11

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 15, 2024 9:02:00 AM  
**Last Modified:** Friday, March 15, 2024 9:09:57 AM  
**Time Spent:** 00:07:57  
**IP Address:** 152.117.87.90

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Page 1

## Q1

What is your name and jurisdiction?

city of vandalia

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**Q2**

What is your military leave policy for employees that are not subject to a CBA?

**800.11 USE OF LEAVE DURING THE PROBATIONARY PERIOD**

This section applies only to new employees serving their first probationary period. It does not apply to employees who are serving a probationary period as a result of being promoted or transferred, or re-employed after an absence of less than one year.

A. Leave. No leave other than sick leave, injury leave, funeral leave, parental leave, compensatory time, (Res. 97-R-18 Passed 6/16/97) authorized leave without pay and temporary military leave shall be taken by an employee during the first six months of their probationary period. (Res. 03-R-17 Passed 6/16/03)

B. Vacation Leave. Vacation leave accumulates during an employee's probationary period but they may not use the leave until they have completed the first six months of their probationary period. New employees must begin employment no later than the fifteenth of the month to receive vacation accumulation for the first month of employment. (Res. 02-R-22 Passed 10/7/02) (Res. 03-R-17 Passed 6/16/03)

**800.12 TEMPORARY MILITARY LEAVE**

This leave is granted in accordance with Ohio State Law.

A. Employees who are members of the Ohio organized militia or other reserve components of the United States armed forces, including the Ohio National Guard, are entitled to a paid military leave of absence of up to 22 days within any calendar year when they are performing in the uniformed services.

B. To qualify for paid leave, the employee must present their field order prior to reporting for training or duty.

C. In order to receive their pay, the employee must complete a Military Leave Affidavit. For the purpose of computing vacation or sick leave, temporary military leave will count as full service with the City. (Res. 02-R-05 Passed 1/22/02)

**800.13 EXTENDED MILITARY LEAVE**

A. Extended Military Leave is given to those employees who are called or ordered to the uniformed services for longer than 22 days for each calendar year when they are performing service in the uniformed services because of an executive order issued by the President of the United States or an act of Congress. During the military service period designated in the executive order or act of Congress, an employee is entitled to a leave of absence and to be paid during the monthly pay period of that leave of absence, the lesser of the following:

1. The difference between the employee's gross monthly wage or salary with the City of Vandalia and the sum of the employee's gross pay and allowances received that month; or,
2. Five hundred dollars (\$500).

B. No city employee shall receive payments while on Extended Military Leave if the sum of their gross uniformed pay and allowances received in a pay period exceeds the employee's gross monthly wage or salary with the City of Vandalia.

C. Employees on Extended Military Leave will receive retirement credit for time spent in military service.

D. Replacements for employees on Extended Military Leave will be hired with permanent status, but are subject to layoff when the absent employee returns.

E. When an employee returns from Extended Military Leave, they will receive any wage adjustments and step increases that would be due as though they had been actively on the payroll.

F. Vacation and sick leave do not accumulate during Extended Military Leave.

G. In order to receive the pay, the employee must complete a Military Leave Affidavit. The Military Leave Affidavit shall include a copy of the executive order issued by the President of the United States or an act of Congress authorizing the call to order to the uniformed services. (Res. 02-R-05 Passed 1/22/02).

**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

Same as #2

**Q4**

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

Emailed the City's Military Leave Affidavit to RCombs

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# #12

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 15, 2024 3:07:30 PM  
**Last Modified:** Friday, March 15, 2024 3:09:20 PM  
**Time Spent:** 00:01:49  
**IP Address:** 216.68.27.226

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Page 1

## Q1

What is your name and jurisdiction?

Julie Prickett  
City of Montgomery

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## Q2

What is your military leave policy for employees that are not subject to a CBA?

see policy forwarded thru email

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## Q3

What are the military leave policies for collective bargaining units in your jurisdiction?

same as non-CBA employees

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## Q4

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

emailed as requested

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## #13

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, March 15, 2024 3:18:35 PM  
**Last Modified:** Friday, March 15, 2024 3:28:23 PM  
**Time Spent:** 00:09:48  
**IP Address:** 69.61.229.154

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Page 1

**Q1**

What is your name and jurisdiction?

Miami Township

**Q2**

What is your military leave policy for employees that are not subject to a CBA?

Any Employee who is a member of the Reserves of the Armed Forces of the United States or a National Guard unit will be entitled to Military Leave for regular training with pay for up to 31 days in any calendar year. Employees must file a request in writing with the Employee's Department Head. Requests for regular training leave must be filed not less than two weeks before the beginning of the leave period in order to be paid.

Extended Military Leave without pay is given to those Employees who are called up for military active duty service or those who enlist. Upon return from extended Military Leave, Employees will be returned to their former position or one of like responsibility. Application for return from leave must be made to the Township Administrator within ninety days after discharge from active duty.

Employees on extended Military Leave may receive retirement credit for time spent on military service, in accordance with the rules of the respective retirement system.

Replacements for Employees leaving on extended Military Leave will be hired, but they are subject to layoff when the Employee on extended Military Leave returns.

An Employee who returns from extended Military Leave will receive any wage adjustments that would be due as though actively on the payroll.

Vacation and sick leave do not accumulate during extended Military Leave.

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**Q3**

What are the military leave policies for collective bargaining units in your jurisdiction?

same as above.

**Q4**

Respondent skipped this question

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

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# #14

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Monday, March 18, 2024 9:25:16 AM  
**Time Spent:** 00:02:55  
**IP Address:** 70.61.148.147

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Page 1

## Q1

What is your name and jurisdiction?

Larry Mullins - Springfield Township

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## Q2

Respondent skipped this question

What is your military leave policy for employees that are not subject to a CBA?

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## Q3

Respondent skipped this question

What are the military leave policies for collective bargaining units in your jurisdiction?

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## Q4

Please provide any supporting policies and/or documentation to RCombs@CityofSharonville.com and CSmith@C4LG.org

I will forward the Policy

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