your continuity of service, and you will not be paid. Leaves are
granted or denied at the discretion of the Department Director.

b. Military Leave

Military leave of absence is non-paid time off granted to regular
employees for military training or service. Employees are asked to
inform their Department Director at least 30 days in advance of the
approximate beginning and concluding dates. At the conclusion of the
employee’s active duty, they will be reinstated in accordance with the
provisions of the Uniformed Services Employment and Reemployment
Act of 1994, as amended. Under the Act, the maximum time the
employee may be absent and be still guaranteed reinstatement is five
(5) years. If employees wish to take earned vacation, compensatory
or personal days while on a military absence, they may do so at their
discretion.

II-A-8: Bereavement

a. Immediate Family

Regular employees will receive the amount of pay they would have
received on a regular eight (8) hour straight-time basis for each day
necessarily lost during their normal scheduled work week not to
exceed four (4) days to make arrangements for and attend the funeral
of a member of the immediate family. If the funeral is being held
within a three hundred (300) mile radius of the City of Garden City,
four (4) days is authorized. One additional day is allowed if the funeral
is being held at a location greater than three hundred (300) miles from
Garden City. For most employees, immediate family is defined as the
employee’s current spouse, children, parents or step-parents, brother,
sister or parents-in-law. The leave days will end not later than the
calendar day following the day of the funeral. Employees should
consult their specific labor agreement for more information and
additional bereavement entitlements, if any.