

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 3 - PERSONNEL
PART 3.0 - PERSONNEL AND EMPLOYMENT MATTERS
SECTION 3.03 - SPECIAL MILITARY LEAVE POLICY

PURPOSE: Provide supplemental compensation and benefits to eligible classified service and at-will employees of the San Diego County Regional Airport Authority (“**Authority**”) in the military reserve for a limited period when serving on active military duty.

POLICY STATEMENT:

To assist eligible Authority employees serving in the military reserve, when serving on active military duty, the Authority will supplement the compensation and/or benefits provided by applicable federal and/or state law as follows:

(1) Eligibility.

To be eligible to receive the supplemental compensation and benefits set forth in Section 2, Authority employees must meet all of the following criteria:

- (a) Be employed by the Authority as a full-time employee without a break in service for at least twelve (12) months prior to the military leave;
- (b) Be a member of the Military Reserve of the Armed Forces of the United States, the National Guard or the Naval Militia; and
- (c) Be recalled to and begin serving in active military duty as a result of deployment pursuant to Presidential order (“**Active Duty**”) for a period of up to six (6) months at a time (“**Eligibility Window**”).

Employees meeting these criteria are hereafter referred to as “**Eligible Employees.**”

The Authority Board delegates to the Authority President/CEO or his or her designee the authority to modify, reinstate and/or extend the Eligibility Window at his or her discretion.

(2) Supplemental Compensation and Benefits.

Eligible Employees are entitled to receive the supplemental compensation and benefits set forth below for a maximum of one hundred eighty (180) days beginning on the first day of Active Duty (“**Eligible Period**”). The Eligible Period shall include any period during which an Eligible Employee receives compensation pursuant to Section 395.02 of the Military & Veterans Code, any Memorandum of Understanding between the Authority and its employees, or other applicable Authority policy.

An Eligible Employee is entitled to receive the following supplemental compensation and benefits during the Eligible Period:

- (a) A sum equal to the Eligible Employee’s normal gross bi-weekly pay (excluding any bonus or overtime compensation), **less:** (i) state, federal, and employee authorized deductions; (ii) any compensation received by the Eligible Employee from the military for Active Duty; and (iii) any compensation received by the Eligible Employee pursuant to Section 395.02 of the Military & Veterans Code, any Memorandum of Understanding between the Authority and its employees, or other applicable Authority policy;
- (b) Continuation of the Eligible Employee’s health and welfare benefits, subject to the terms and conditions of the applicable plan;
- (c) Continuation of any supplemental and/or voluntary benefit plans in which the Eligible Employee participates through the Authority, subject to the terms and conditions of the applicable plan; and
- (d) Continuation of accrual of annual paid leave.

[Amended by Resolution No. 2018-0133 dated December 6, 2018.]

[Adopted by Resolution No. 2003-023 dated May 1, 2003.]