

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Military Service - Unpaid Spousal Leave	REFERENCE NUMBER: 2007-034
DATE ISSUED: 11/16/07	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Classification and Compensation Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

Effective October 10, 2007, 10 days of unpaid leave will be provided to eligible spouses of deployed military personnel while on a leave from military duty.

Who's Eligible?

- The spouse of a "qualified member" of the military who works an average of 20 or more hours per week.

Who's a "Qualified Military Member"?

- a member of the U.S. Armed Forces, National Guard or Reserves who has been deployed in support of an Operational Mission under Sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.

What's a Qualified Leave?

- U.S. Armed Forces: a break during the deployment.
- National Guard or Reserves: during a mid-tour leave or end of tour leave during deployment.

What's a combat theater/zone?

- A zone designated by the President by Executive Order.

What are the current combat zones?

- Adriatic Sea, Afghanistan, Albania, Arabian Sea
- Bahrain, Federal Republic of Yugoslavia (Serbia/Montenegro)
- Gulf of Aden, Gulf of Oman
- Ionian Sea – north of the 39th parallel
- Iraq, Kuwait
- Oman, Persian Gulf
- Qatar, Red Sea
- Saudi Arabia, United Arab Emirates

How does the employee request leave?

- Notify their employer of their intent to take leave within two business days of receiving official notice their spouses will be on leave from military deployment.
- Certify the spouse's leave from active duty is during the time the leave is requested.

What are the department's responsibilities?

- Implement leave in an appropriate and consistent manner.
- Develop/distribute procedures.
- Approve leave for eligible employees.
- Do not retaliate/discriminate against an employee who requests/takes military spouse leave.

Contact DPA Personnel Services Branch for questions regarding this update. A request form for [Spousal Military Leave](#) is attached.

/s/ Debbie Endsley

Debbie Endsley
Chief Deputy Director

Attachment

REQUEST FOR SPOUSAL MILITARY LEAVE

Employee Name:	Social Security Number (last 4 digits only)	CBID
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Immediate Supervisor Name/Phone Number

Please check all that apply:

I work at least 20 hours per week.

My spouse is a qualified member of the: United States Armed Forces
 National Guard or Reserves

I have received official notice certifying my spouse will be on leave from deployment. (You are required to attach a copy of the official notice to this form.)

LEAVE OF ABSENCE Beginning Date:	Ending Date:
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A copy of the Military Orders must be attached.

Up to 10 days of unpaid leave may be taken.

If this leave is to be paid or be a combination of paid and unpaid leave, please show the number of hours of leave to be taken.

_____ Unpaid _____ Vacation/Annual Leave _____ Other, please specify _____

You must have positive leave balances under these plans to receive payment. Your use of any leave time must be appropriate to the situation and consistent with current leave policies.

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date

This section to be completed by Human Resources

You are eligible (_____) not eligible (_____) for Spousal Military Leave.

Leave credits available as of: _____

Vacation/Annual Leave: _____ Holiday/PH: _____

CTO/Excess: _____ Other (specify): _____