

**Military  
Leave  
Policy and  
Procedure**

**Board of Selectmen  
Approved May 22, 2018**

**PURPOSE:**

This policy is to support those Town of Upton employees who serve in the nation's armed forces and are called to duty throughout the course of his/her military service.

**POLICY:**

The Town Manager or his/her designee will grant up to seventeen (17) days per calendar year of military leave pursuant to M.G.L. Chapter 33, § 59 and as accepted at the 2018 Annual Town Meeting.

**APPLICABILITY:**

Employees who are also military personnel in the Reserve or National Guard will at times need to take leave for military training, mobilization, or deployment.

**IMPLEMENTATION PROCEDURE:**

The Town Manager or his/her designee shall grant to any employee, without loss of pay or reduction in his/her vacation leave credit, a leave of absence of up to seventeen days as authorized under G.L. c. 33, § 59; provided that said employee shall furnish to said department head an authenticated copy of the orders issued to him/her and shall furnish an authenticated certificate showing the date or dates on which such duty was performed. Employees who request military leave for Inactive Duty Training will be charged only the amount of military leave necessary to cover the period of training and necessary travel.

**REGULATORY / STATUTORYS REFERENCES:**

M.G.L. Chapter 33, § 59

**APPROVED BY:**

*Board of Selectmen Chair:* Gary Daugherty \_\_\_\_\_

*Board of Selectmen:* Stephen Matellian \_\_\_\_\_

*Board of Selectmen:* Brett Simas \_\_\_\_\_

**Original date:** ..... May 16, 2018

**Revised dates:** .....