

STATE OF MAINE
DEPARTMENT OF PERSONNEL

December 20, 1978

PERSONNEL MEMORANDUM 30-78

TO: All Agency/Department Heads/Personnel Officers/Payrolls Clerks
SUBJECT: Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 -
Military Leave of Absence With Pay

This advisory ruling is intended to clarify the intent of Personnel Rule 11.9 concerning Military Leave of Absence with Pay.

Normally individuals in the Reserve are required to serve two consecutive weeks (give or take three days) annual training a year. In the event this common type Reserve obligation occurs, the intent of Rule 11.9 is usually understood. However, some individuals are required because of special training considerations to take their military leave on an intermittent basis throughout the year. This intermittent annual training is also authorized within the intent of Rule 11.9. However, the Reservists' parent unit should explain to the appropriate State agency, in specific details, why this type of training is necessary and publish appropriate orders.

It must also be pointed out that while many individuals' training periods are determined by the military unit they belong to, there are some individuals who can choose the time and duration of their training. It is reasonable to expect these individuals to request two consecutive weeks of training at a time that would be the least disruptive to their respective duties. When annual training is scheduled and "authorized" by the military unit for more than a two consecutive week period for personal convenience, or to fulfill a specific military requirement, justification will be submitted so the concerned State agency may credit the time to the appropriate leave category.

The amount of advance notification required to take military leave is left to the discretion of the agencies involved.

It is suggested that agencies develop their own internal guidelines in accordance with Rule 11.9 and this advisory ruling, and distribute this information to all Reservists in their organization.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS