



Military Leave

Types of Military Leave:

There are several types of military leave available.

1. **Paid Leave.** Under EPP 7 and Oregon law you get 21 days of paid military leave in a training year (October 1 through September 30th.) Your timesheet is coded “Leave Military – Paid” by the Leave Administration team.
2. **Unpaid Leave.** Under the Uniformed Services Employment and Reemployment Rights Act (USERRA) you can take up to 5 years of unpaid military leave. Your timesheet is coded “Leave Military Without Pay” by the Leave Administration team.

You can elect to use vacation, personal holiday or compensatory time in any order while on unpaid USERRA leave. You cannot use sick time while on military leave.

3. **Veterans Day Leave.** Under state law you may be entitled to time off for Veterans Day (November 11th.) If you are not off this day, a County holiday, follow the process in EPP 7 to request time off on Veterans Day.

For more information about all military leave see [EPP 7](#).

How to file your military leave claim:

1. File a request for leave (called a “claim”) with our third-party administrator The Standard using this [link](#). You will need to provide your military documentation to The Standard for the leave.

If it is your **first** time filing with The Standard you will have to create an online account which can be accessed [here](#). There is also a step-by-step guide to creating an account which can be found [here](#).

2. If you know all of your scheduled training dates for the whole year you can request them all on one claim from the start, and provide the supporting documentation.

If you will be out for only a few days at a time you can add all military leave absences to a single intermittent military leave claim throughout the year. You do **not** have to file a new claim every time you go out on military leave.

If you will be out for longer than three days it may make sense to create a separate claim for those absences with The Standard.

3. If your military leave absences are unforeseeable, you can report the absences to your claim with The Standard and provide supporting documentation after the leave takes place.