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Pacific Gas and Electric Company
STANDARD PRACTICE

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Standard Practice No. 725.2-1

Page No. 1, Effective 10-1-66

Executive Office or Division:
VICE PRESIDENT - PERSONNEL AND GENERAL SERVICES
Issuing Department: PERSONNEL RELATIONS

Subject: LEAVES OF ABSENCE - MILITARY

POLICY

1. A Leave of Absence will be granted to an employee who enters the Armed Services under conditions which provide re-employment rights under the Selective Training and Service Act as Amended.

RESCISSIONS

2. Personnel Department Circular Letters Nos. 64 and 83 are hereby rescinded.

AUTHORIZATIONS

3. Division Managers or Department Heads are authorized to approve Leaves of Absence under the provisions of this standard practice.

ACTIVE DUTY

4. An employee who leaves employment with the Company to enter the Armed Forces of the United States under an Act of Congress will be granted a Leave of Absence for up to twelve (12) months from the date he leaves the Company, provided that he is not a temporary additional employee with less than six months of continuous service or a casual employee in General Construction.
 - a. Upon return from Leave of Absence of over twelve (12) months, a second Leave of Absence will be issued to cover the period between the expiration of his original leave and the last work day preceding the day on which he returns, provided he qualifies for reinstatement under an Act of Congress. (Any discharge other than honorable should be referred to the General Office Personnel Relations Department for review of individual reinstatement rights.) Commencement date of the second Leave of Absence will be the next calendar day following the expiration of the first leave.
 - b. To qualify for reinstatement under this standard practice, the employee must return to active employment within ninety (90) calendar days from the date of his discharge from the Armed Forces.
 - c. Leaves of Absence for active duty are without pay.

5. Maximum total Leave of Absence time for one period of active duty which may be authorized by Division Managers or Department Heads is fifty-one (51) months. Included in these fifty-one (51) months will be the first twelve-month Leave of Absence granted at the time of induction or enlistment. Requests for Leaves of Absence totaling more than fifty-one months should be submitted through the General Office Personnel Relations Department for approval by the Vice President - Personnel and General Services.

ACTIVE DUTY FOR TRAINING

6. An employee who is called for active duty for training with the Armed Forces will be granted a Leave of Absence for the period of such training up to twelve (12) months, provided that he is filling a regularly authorized position at the time, or is on regular status, or is on a monthly rate.
 - a. Absence for over twelve (12) months will be handled in the same manner as 4(a) above.
7. To qualify for reinstatement, the employee must return to active employment within thirty-one (31) calendar days following his discharge from the Armed Forces.
8. Leaves of Absence for active duty for training are without pay.

INACTIVE DUTY TRAINING (Two-Week Annual Training Duty)

9. Regular employees and employees on a monthly rate of pay will be allowed two weeks per calendar year for required training duty.
 - a. Such employees will be paid the difference between their base pay and their duty pay for the two weeks involved. (Such items as subsistence, travel, uniform and other allowances which are not taxable as income will not be included when computing remuneration received from the government.)
 - b. Base Company daily rate of pay as specified above excludes overtime, shift differential, travel time, temporary upgrades, and subsistence allowance the employee may have received in his normal employment.
 - c. Vacation time may be used in lieu of Military Leave of Absence with differential pay at the discretion of the employee.

- d. Additional time necessary for training in excess of two weeks will be reported as "time off - no pay" for periods of ten (10) work days or less. Should such additional time exceed ten (10) work days, a Leave of Absence will be issued effective with the first work day following the expiration of the two-week pay allowance as specified in paragraph 9(a). (Thirty or forty-five day reserve training assignments taken in lieu of weekly training drills, plus two weeks' annual training duty will be reported in this manner.)
 - (1) Vacation days may be substituted for "time off - no pay" days at the discretion of the employee.
 - e. Fourteen (14) consecutive days of military pay will be considered equal to ten (10) days of Company pay as the basis of differential pay computations in paragraph 9(a).
10. A probationary employee who holds a regularly authorized position will be granted time off without pay as necessary to attend required training duty. Such time will accrue toward attainment of regular status.
 11. Temporary additional or casual employees on a daily rate of pay will be granted up to ten (10) days without pay to attend required training duty. Such time will accrue toward attainment of regular status.
 - a. Additional time past ten (10) days will be considered as personal time off without pay under the limits established by standard practice or by specific contract sections covering employees on a daily rate of pay.
 12. Employees must furnish the Company with satisfactory evidence, by copy of military orders, that they have been called for and attended such encampment, maneuver, or cruise.
 13. Employees must return to employment commencing with the next regular work day following their release from training, including a sufficient time allowance for travel.

OTHER MILITARY DUTY

14. Regular employees involved in an emergency National Guard call-out for protection of the public from civil disorders, floods, etc., will be paid the difference between their base Company daily rate of pay and their base daily National Guard pay for up to ten (10) work days. Payment will be computed as specified in paragraph 9(a) and (b).

STANDARD PRACTICE (LEAVES OF ABSENCE - MILITARY)

- a. For absences of less than ten (10) work days, computation of differential pay will be upon a calendar week basis, i.e., difference between regular base Company pay lost and base military pay received in the calendar week.
 - b. Additional time past two weeks will be reported as outlined in paragraph 9(d).
15. Probationary or casual employees will be granted personal time off without pay for such duty within limits established for inactive duty training in paragraphs 10 and 11 above.

GROUP LIFE INSURANCE

16. If the employee is a member of the Group Life Insurance Plan at the time he enters the military service on a Military Leave of Absence status as provided herein, his insurance will be continued for three months from the commencement date of his Leave of Absence. Premiums incurred during this three-month period will be paid for by the Company.

EMPLOYEE RATES

17. An employee who is receiving employee rates for gas and/or electric service will have such rates continued during his period of military service. Such rates will be terminated if the employee does not return to the Company's employment following discharge within ninety (90) days if on active duty and thirty-one (31) days if on active duty for training. In no event will such rates be continued past fifty-one (51) months of the date he entered the military service.
- a. Follow-up on employees on Military Leave of Absence will be the responsibility of the Division or Department in which they were last employed.
 - b. The General Accounting Department will initiate a request to the Division or Department for termination of the employee rates at fifty-one (51) months.

TERMINATION

18. An employee who fails to return to the payroll within fifty-one (51) months of the date he entered the military service will be terminated from the Company.

LIMITS

19. Time off with pay or partial pay other than that specifically provided, or authorization exceeding the limits established by this standard practice, requires Vice President - Personnel and General Services approval.

APPROVED BY: J. G. SMITH
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ADDITIONAL COPIES

Additional copies of this standard practice may be obtained from the Personnel Relations Department, Room 924, 245 Market Street, local 1592.

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