

Personnel

Classified

Military Leave of Absence

1. Purpose

Pursuant to federal law, state law and school code, the District shall provide eligible employees with leaves of absence for military training or active duty in the military service.

2. Authority

Leaves of absence for military or reserve duty shall be granted to full-time regular and part-time regular employees pursuant to federal and state law. Employees called to active military service or to Reserve or National Guard training, or employees volunteering for the same, must notify the District as soon as is practicable of such military duty or training and must submit to the District copies of all accompanying military orders.

All rights and privileges regarding salary, benefits, status and seniority shall be reserved to such employee as if he/she continued in the service of the District. Such employee shall agree, in writing, to return to the District for a period of not less than one (1) year upon termination of such leave.

3. Guidelines

A. Employees shall report back to work in a timely manner following his/her period of military service.

1. If the leave is less than 31 days, the employee must return to work on his or her next regularly scheduled workday following the return home from leave and allowing for eight hours of rest.
2. If the leave lasts 31 to 180 days, the employee must make application to the employer within 14 days of returning from leave.
3. If the leave exceeds 180 days, the employee must make application for reemployment within 90 days.
4. An employee who cannot meet these return to work deadlines due to a service-connected injury or disability has as long as two years to return to work.

B. The District shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed if there had been no military leave. For service of ninety (90) days or less, the employee will be offered the same position the employee would have occupied had there been no leave. For service of ninety-one (91) days or more, the District may offer the

employee the exact job or a job of equivalent seniority, status and pay.

- C. The District shall provide health coverage at no cost to the employee for the first thirty (30) days. After thirty (30) days, employees have the option to continue health insurance coverage during the entire period of military leave at the same cost paid by the District. If an employee elects not to continue coverage, the District shall restore coverage immediately upon his/her return from leave.
- D. The District shall provide other benefits, such as bonuses, insurance and accrual of vacation or sick days, to employees on military leave that the District provides to employees of similar seniority and status who are on furlough or other leave of absence as provided for by the contract or the District's practice or policy.
- E. The District shall pay into the Public School Employees' Retirement Fund on behalf of each such employee the contribution required by law to be made by it so that such employee's retirement rights shall in no way be affected by such leave of absence. The employee may continue to make payments into the fund during the period of military leave or may discontinue making payments into the fund during the period of military leave but shall retain the right to receive such benefits if the employee makes contributions retroactively pursuant to applicable state and federal law. If the employee elects to discontinue payments during the period of leave, the District shall continue to make its contributions during this period as required by law.
- F. Employees are entitled to fifteen (15) days of paid leave per year for absences due to active military duty, including training. All days in excess of fifteen (15) days per year shall be unpaid.
- G. If an employee resigns, or fails to return to his/her employment from military leave, unless waived by the Board, the amount contributed by the District to the Retirement Fund shall be deducted from the refund payable such employee, i.e., the amount paid by the District during the period of leave.
- H. An eligible employee ordered to special state active duty by the National Guard shall be entitled to additional days of paid military leave as required by state law.