

PERSONNEL

Military Leave

When an employee must be gone from his or her educational activities to fulfill military obligations, the following procedure will be followed:

1. The employee shall submit a leave request listing military under the "other" category. A copy of the military orders is to be attached.
2. All requests for military leave will be submitted first to the principal and then to the Director of Personnel and finally to payroll.
3. Employees shall request that activities such as military-related school and other optional duty be scheduled during a school vacation to reduce the potentially harmful impact on the educational program of children. It is recognized that they will attend all mandatory duties with their assigned military unit.

Employees whose employment with the district has been interrupted by military service have the following re-employment rights:

If the employee was engaged in military service for up to and including ninety (90) days, the employee will be re-employed in the position he or she would have attained if there had been no interruption of employment.

If the employee was engaged in military service for more than ninety (90) days, the employee will be re-employed in a position of comparable seniority, status and pay as he or she would have attained without interruption of employment.

A district employee who has a service-connected disability shall be re-employed in a position of similar seniority, status and pay for which the employee is qualified or becomes qualified with reasonable accommodation by the district.

In order to be eligible for re-employment, the employee returning from military service must apply for re-employment as follows:

If military service was up to and including thirty (30) days, the employee must report for work at the beginning of the first full work day at least eight (8) hours after the employee has had time to return to his or her residence following the completion of the military service.

For service from thirty-one (31) to one-hundred-eighty (180) days, the employee must submit an application for re-employment within ninety (90) days of completing military service.

The application timelines shall be extended if it was impossible or unreasonable for the employee, through no fault of his or her own, to report for re-employment. The application timelines shall be extended for up to two (2) years if the employee is hospitalized or recovering from an injury suffered as a result of military service.

The employee may be required to document the timelines of his or her application for re-employment and the length and type of military service.

Employees returning from military service shall receive the seniority and other benefits they would have received if their employment had been uninterrupted, except that employees may be required to pay the employee portion of any benefit that any other employee on a leave of absence would have had to pay. For retirement system purposes, no break in employment will be considered to have happened for employment interrupted by military service, and the district shall pay the employer's portion of the retirement system contribution for the time the employee was on military service.

The district will offer health insurance benefits for up to eighteen (18) months of military service. For the first thirty-one (31) days, the employee will pay only the employee's share of the coverage if any. After thirty-one (31) days, the employee may only be charged up to one-hundred-two percent (102%) of the premium for the benefits.