MILITARY LEAVE

The school district provides military leave, reemployment, and other rights as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). To qualify:

A. Employees who enlist or are inducted into the armed forces of the United States will be re-employed upon separation after one term of service under applicable laws in effect at that time.

The employee (or an appropriate officer in the uniformed service in which the employee’s military service is performed) gave advance written or verbal notice to human resources of his/her military duty unless excused.

B. An employee who is a member of the active reserve of one of the armed forces, or of the National Guard, and who is required by that membership to attend a military training camp will be given necessary time off for such training without pay. Employees may, at their option, use accumulated vacation time to cover all or a part of such absence for military training.

C. Employees are to notify their supervisor verbally and the human resources office in writing using the form for requesting unpaid leave of intended absences for military training as soon as the dates of such absences are known.

The cumulative length of all periods of military service with the employer shall not exceed five (5) years.

D. The employee timely reports to work after the period of military service ends (not to exceed 3 months).

E. The employee has not separated from service with a disqualifying or other than honorable conditions.

Absences for military training are subject to verification. Employees requesting such absences should be prepared to submit a copy of their orders to the human resources office upon request.
The superintendent shall post notices of employees’ rights under USERRA at conspicuous locations within the District.

Employees may contact the U.S. Department of Labor to obtain more information regarding their rights under this act.

This policy is intended to comply with and explain the service person’s rights under USERRA. To the extent there is any conflict, the USERRA and its regulations prevail.