

PUBLIC OFFICERS OR EMPLOYEES ABSENT ON MILITARY DUTY

The Board of Education recognizes that officers or employees may occasionally be ordered to active military duty. The procedures contained herein will apply when the duration of such duty exceeds that normally expected of a reservist or members of the National Guard.

For purposes of this policy, the term "employee" will hereinafter refer to public officers and employees.

A. Confirmation of Status or Call to Active Duty

Written confirmation of the employee's active duty status will be required from the appropriate military authority as follows:

1. Routine active duty associated with the employee's role as a reservist, or member of the National Guard:

A copy of the employee's orders or Certificate As To Service will be submitted to the Superintendent for inclusion in the employee's personnel file. Such orders are to be submitted prior to the beginning of the military leave.

2. Extended active duty:

Written confirmation of the employee's call up for a period of extended active duty (Certificate As To Service) will be submitted to the Superintendent for inclusion in the employee's personnel file. Such confirmation is to be submitted prior to the conclusion of the 30 days of paid military leave as specified in Military Law.

B. Compensation During the Period of Extended Active Duty

The district shall pay such employee their salary or other compensation while in the active military service of the United States and while going to and returning from such duty, not exceeding a total of 30 days or 22 working days, whichever is greater, subject to payments already made during the calendar year.

Supplemental paid military leave authorized for specific periods of time or crises may also be considered at the discretion of the Board of Education.

C. Leave of Absence

Each employee called up shall be deemed to have a leave of absence for the duration of his/her military duty. The employee shall be reinstated to his/her position upon making application or reinstatement within 90 days of termination of the military duty.

D. Substitutes

The employee's position shall be considered temporarily vacant and shall be filled only when the public interest so requires. Any appointment to fill a vacancy shall be deemed a substitute appointment and shall not exceed the leave of absence of the incumbent.

E. Pension/Retirement System

The employee may elect, while on military duty, to pay retirement contributions. They can be paid at any time while on leave or up to five years after. If the employee pays retirement periodically while on leave (as he/she would if he/she were here) there is no interruption of continuous employment.

There is no accidental disability or death benefit while on military duty.

F. Pay Upon Return

The employee is entitled to return at the same pay rate plus any raises or increments that occurred while he/she was away.

G. Preferred Lists

If an employee's position is abolished while he/she is away, his/her name is placed on a preferred list. Section 243 of Military Law deals with military reemployment lists when a position is abolished.

H. Employees Appointed for a Definite Term or Exempt Employees

An employee gets a leave of absence until the end of his/her term.

I. Vacation, Personal and Sick Time

No time is lost but vacation and leave time does not continue to accrue during the absence. If an employee has vacation time presently accrued and credited, he/she may request to be paid that vacation time as it would be paid during absence from work, or it may remain and be paid upon return.

J. Medical Insurance

The district will continue to provide coverage, to the same degree as if the employee was still working, for the employee and his/her dependents until military medical coverage becomes effective.

K. Applicability of Policy

It is intended that this apply only to employees who are reservists or members of the National Guard and who are ordered to active duty.

Employees who volunteer for active duty status are not covered under this policy except as required by law.

APPROVED: BOARD OF EDUCATION

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