

MILITARY LEAVE

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1976	Military Leave

Military leave is a leave granted without pay to employees who enlist in or are inducted into the military service of the United State or to employees who are members of the National Guard or any component of the military forces of the State or Reserve forces of the United States who are ordered to duty for training or active service in the time of war or other emergency or who are mobilized to meet local emergency situations.

Employees must notify their principal or immediate supervisor and submit a written request to the Superintendent of Schools for military leave immediately upon receiving orders to report for duty or training. The Superintendent will make a written response to the employee.

Members of a reserve unit or the National Guard shall attempt to arrange active duty assignments or training sessions at times when school is not in session in order not to disrupt classes, in the best interests of the students in the District.

Employees who have been granted an extended leave of absence for military service and desire to return to the District upon discharge, shall send written notification of their intentions to the Director of Personnel as far in advance as possible and not later than April 1st of the year preceding the school year they will be available for an assignment.

The District shall not be required to reemploy an employee who is discharged from military service under conditions other than honorable.

The Superintendent or Board of Trustees reserves the right to deny extensions of military leave to employees who choose to remain in the military service beyond the compulsory date following the emergency for which they were inducted.