

MILITARY LEAVE RESERVE TRAINING AND ACTIVE DUTY

An employee who is a member of the National Guard or an organized military service of the United States and, as such, is required to report for training periods, shall be granted military leave with pay.

The leave shall not exceed fifteen (15) workdays during any fiscal year.

Upon receipt of official notice to report for duty, a written request for military leave along with a copy of the official orders shall be submitted to the director or his/her designee.

When possible, military leave for an employee on less than 12-month contracts shall be arranged during non-duty periods.

An employee called up for reserve or active duty will be accorded all rights under the Uniformed Services Employment and Reemployment Rights Acts of 1994 (38 U.S.C. §§ 4301 *et seq.*)

Any employee who returns from military leave shall have the advantage of any step increases which would have been due if the employee had remained continuously in the service of the school. The employee shall also have prior sick leave credit restored. The employee shall not accrue sick or vacation leave credit during the military leave absence.

Adopted: September 18, 2014

Legal Ref: Code of Virginia, 1950, as amended, §§22.1-289.2, 44-93

Cross Ref:

CCPS 5000 File No. 5280 Military Leave Reserve Training and Active Duty