

**MILITARY LEAVE**Date: February 25, 2003

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Employees of the Columbia County School System (excluding those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement rights as provided by State (38-2-279) and **federal (Uniformed Services Employment And Reemployment Rights Act)** law. "Ordered military duty" shall be defined by State law.

An employee shall be paid the full salary or other compensation for a period or periods of absence while engaged in the performance of ordered military duty, not to exceed a total of 18 days in one **federal fiscal year (October 1 - September 30)** and not to exceed 18 days in any one continuous period of such absence.

In the event the Governor declares an emergency and orders an employee to active duty in the National Guard, such employee shall be paid the regular salary or other compensation while performing such duty for a period not to exceed 30 days in one **federal fiscal year (October 1 - September 30)** and not to exceed 30 days in one continuous period of such **state** active duty.

Any employee who is called into "ordered military duty" for more than 18 or 30 days as required by state law can be compensated the difference in their net military pay and their net school system pay if the military pay is less. The pay will be retroactive back to the 19<sup>th</sup> day of leave for ordered military duty or the 31<sup>st</sup> day of leave for governor declared emergencies. The employee will be compensated up to 24 consecutive months of "ordered military duty".

Employees ordered to military duty for 90 consecutive days or less will be guaranteed the same position held prior to the commencement of the ordered duty. Employees who remain on ordered military duty for more than 90 consecutive days and up to five years will be offered the same type position such as the employee held prior to the ordered duty which becomes available after the employee is released to return to work. The employee must notify human resources in writing of the intent to return to work within the timeframe allowed by law. Ordered military duty extending from one to thirty days duration requires the employee to report for work on the next scheduled workday following release from duty. Duty extending from 31 to 180 days requires the employee to report back to work no later than fourteen days after release from duty. Military duty extending 181 or more days requires the employee to submit an application for reemployment no later than 90 days after completion of the military service. This reinstatement policy shall apply for the

Period of ordered military duty up to five years after the first day of ordered military leave, except in a case where the five-year limitation does not apply as defined by law. If the employee is on ordered duty for 31 days of service or more, the request to return to work shall document that the employee has met the timeline for returning to work and that the separation from service was honorable in nature. Employees requesting to return to work upon the release from military duty shall be reinstated and shall be entitled to all seniority rights and benefits available at the time they left for military service as well as those that become effective during the ordered military leave.

PROCEDURE: ~~NO~~ Yes

ADOPTED: 8/11/87

REVISED: 10/01/97, 8/10/99

Columbia County Board of Education