

## **POLICY - MILITARY LEAVE**

**5407**

The district will grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one (21) days during each year beginning October 1st and ending the following September 30th, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence will be in addition to any vacation or sick leave to which the staff member may be entitled and will not result in any loss of rating, privileges or pay. During this period of military leave, the staff member will receive his/her normal pay from the district. Military leave shall be scheduled whenever possible during authorized vacation periods to prevent conflict with the employee's work obligation to the district.

Employees whose school district employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the district following their discharge. The superintendent will adopt procedures to implement these re-employment rights consistent with state and federal law.

### **Military Leave – Spouse**

The district will allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days of unpaid leave during a period of military conflict when:

- A. The military spouse is on leave from a deployment; or
- B. Prior to deployment once the military spouse receives official notification of an impending call or order to active duty.

The employee must work an average of twenty hours or more each week for the district.

The employee is entitled to fifteen days of unpaid leave for each deployment. The employee must provide the district notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

Legal References:	RCW 38.40.060	Military leave for public employees
	RCW 49.77	Military family leave act
	RCW 73.16	Employment and reemployment
	AGO 1961No. 81	Public employees — State and municipal employees — Military leave — Reserve meetings
	38 USC 4301-4335	Uniformed services employment and reemployment rights act

Adopted:	August 24, 2010	NTPS Board of Directors
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