

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE MILITARY LEAVE

5400 P6

Employee Military Leave

The Olympic Educational Service District (OESD) will grant military leave as provided by law to each employee who is a member of a United States Military Reserve unit or a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces of the United States. Such employee shall be entitled to and shall be granted military leave of absence from employment for a period not exceeding twenty-one (21) prorated 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 employee might be entitled and will not involve any loss of pay. During the period of military leave, the employee shall receive his/her normal pay and benefits from OESD. Military leave for annual reserve training will not be granted when an employee has a choice of scheduling a training session that is not in conflict with the employee's regular work schedule.

OESD employees whose employment is interrupted by up to five years of service in a uniformed service may be entitled to re-employment by the OESD following their discharge. The decision to re-employ will be based on re-employment rights consistent with state and federal law.

Military Leave – Spouse

OESD shall 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 unpaid leave during a period of military conflict when:

- (1) the military spouse is on leave from a deployment; or
- (2) prior to deployment once the military spouse receives official notification on an impending call or order to active duty.

Employees must work an average of twenty hours (20) or more each week for OESD to be eligible for spousal military leave.

Employees are entitled to fifteen (15) days of unpaid leave for each deployment and may elect to use their paid vacation leave for the absence.

Employees must provide the OESD notice of intent to take leave within five (5) business days of the spouse's call to active duty or notice of leave from deployment.

Military leave must be approved by the Superintendent or designee.

REFERENCE:

RCW 38.40.060 – Military leave for public employees

RCW 49.77 – Military Family Leave Act
Title 10 U.S.C., Title 32 U.S.C

Date: Converted from Policy 5407 to Procedure 5400 P6, February 21, 2019