

MILITARY LEAVE

Puget Sound Educational Service 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 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 21 day period of military leave, the staff member will receive his/her normal pay from the agency.

Employees whose PSESD employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the agency following their discharge. Procedures for implementing these re-employment rights will be consistent with state and federal law.

Military Leave - Spouse

PSESD 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 (or may substitute accrued leave), per deployment, 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 of an impending call or order to active duty.

The employee must work an average of twenty (20) hours or more each week for the PSESD.

The employee must provide his/her Department Head and the Human Resources Administrator notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

Adopted: February 2003

Revised: July 2008

Revised: November 2013

Revised: January 2014

Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References:	Operating Policy No. 5400	Personnel Leaves
	Operating Policy No. 1000	Non-Discrimination
	Operating Policy No. 1010	Racial Equity

Legal References:	RCW 38.40.060	Military leave for public employees
	Chapter 49.77 RCW	Military Family Leave Act
	Chapter 73.16 RCW	Employment and Re-employment

AGO 1961 No. 81

38 USC 4301-4335

Public Employees — State and
Municipal employees — Military
leave — Reserve meetings
Uniformed Services Employment and
Reemployment Rights Act