



MILITARY LEAVE

All employees of the school district shall be granted leave of absence if called for active reserve military or national guard training as distinguished from active-duty service for a set or extended term.

The employee must present a copy of their written orders to Human Resources. The leave with pay shall be for the first fifteen days of duty, and any time needed in addition to this shall be accounted for as vacation time (260-day employees only) or leave without pay. This leave shall be approved by the administrator in advance of the leave of absence.

Notice of your leave for service

Please give your immediate supervisor as much advance notice as possible of your service dates. Please also notify the **Leave Coordinator** with your request for leave and fill out a [Leave of Absence Request](#).

Pay while on leave

The district will pay up to 15 workdays per year for military leave for all employees. Please refer to the District's Board Policy regarding pay while on military leave. A military leave year runs from October 1 to September 30 in accordance with the federal fiscal year.

Beyond the paid 15 days, military duty leave is unpaid for the rest of your time in active duty, for up to five years. However, you may use any accrued paid leave that you have available during this time. Please communicate with the **Leave Coordinator** and your immediate supervisor regarding your intent to use paid leave accrual during an active military leave.