

SALEM SCHOOL DISTRICT  
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

MILITARY LEAVE

1. If at all possible, an employee shall not take military leave during the school year. When not possible, any employee of the Board of Education who is a duly qualified member of the Reserve components of the Armed Forces will receive, in addition to his/her normal vacation if applicable, a leave of absence with pay not to exceed 15 consecutive work days in any one calendar year in order to receive military training with the Armed Forces of the United States under the following conditions:
  - a. He/she shall give evidence defining the date of departure and date of return for purposes of military training 30 days prior to the date of departure. By August 15<sup>th</sup> of each school year, the employee will submit his/her schedule of required military training for the upcoming school year to the Superintendent.
  - b. He/she shall give evidence of satisfactory completion of such training immediately upon his/her return.
  - c. He/she shall be paid the difference between his/her military pay and allowances and the employee's regular pay for this period.
2. In time of war or state of national emergency, any employee of the Board of Education ordered to active duty in the Armed Services of the United States shall, upon application, be granted a specific leave of absence. The Board will pay the difference between the employee's military pay and allowances and his/her regular pay for this period. This leave shall continue for the duration of the period of actual military service and for up to 90 days immediately following the discharge of the employee or up to one year if said employee is unable to return to work due to injuries sustained on active duty.
3. Within 90 days following discharge, each person desiring reinstatement shall so notify the Board in writing and may be required to furnish evidence of physical fitness and mental competence for the type of work in which he/she was engaged at the time leave was granted or such other work as may be available. The requirement to furnish evidence of fitness for duty shall be consistent with that required of employees returning from other types of leave.
4. Reinstatement of such employee shall be made to his/her former position, if available, or to another available position for which he/she is qualified within 90 days after the receipt of the written notice that said employee desires to be reinstated.

5. All employees on military leave shall be given the benefit of any increments and benefits which would have been credited to them had they remained in active service with the Board of Education including uninterrupted seniority.
6. The Board reserves the right to extend a leave to those remaining in military service beyond the compulsory service period.
7. The Board recognizes that for strategic and security reasons, upon receipt of military orders, the employee may be required to leave immediately before granting due notice to the Board.
8. Health and Life Insurance Coverage will be maintained for military members while on annual training for up to 30 days each year.
9. Health Insurance will be maintained during the month of activation and for one month following for activation periods in excess of 30 days. However, the employee must pay any employee participation costs that other like employees pay. If the employee is called to active duty for more than 30 days, the military medical and life benefits will provide coverage. If the employee wishes to maintain the District provided health benefits, the employee must pay the full cost of the premium share for a period not to exceed eighteen (18) months. The employee (and the employee's spouse and family) may choose to go back on the District health plan immediately upon return to District employment. Upon the loss of military insurance there will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

Legal Reference: The Uniformed Services Employment Reemployment Rights Act (USERRA, 1994 as amended). 38 U.S.C.A. §4031 et seq. (USERRA).

Connecticut General Statutes: 10-156c Military leave.

Policy 1<sup>st</sup> Reading: November 7, 2011

Policy Adopted: December 5, 2011