

## **GCCAD—Certified Staff Military Leave**

Leaves of absence for military service shall be granted to employees who are ordered to active duty with the Armed Forces of the United States.

Military leaves of absence shall be granted upon the filing of letters of appointment or official orders, or upon verbal notification by a verifiable military authority, with the Administrator. All National Guard and Reserve members are required to provide a copy of orders, the annual drill schedule, or other type of documentation to the Administrator as soon as available and, if possible, before the commencement of military leave.

Military leave is absence which may be granted to:

- Employees ordered into military service of the United States.
  - Employees ordered to serve in a branch of a reserve unit of the Armed Forces of the United States or the National Guard.
  - Employees mobilized by the National Guard or a reserve branch of the Armed Forces of the United States to meet local emergency situations.
  - Employees who are members of an organized reserve unit who are ordered to attend annual inactive duty training.
- Military leaves of absence shall be administered as follows:
  - The School, for military leave of 30 days or less, shall pay the difference between his/her regular salary and the amount he/she is paid during the military leave if the pay is less than their contract amount, i.e. any amount paid to the employee for service while on military leave will be deducted from the employee's regular pay. The School will maintain their insurance coverage for an employee granted inactive duty training for 30 days or less. The School will also cover the cost of a substitute, if needed.
  - If military leave is granted for 31-180 days, employees will be required to apply for a military leave of absence on a School leave of absence form. This leave will be without pay and the School reserves the right to replace the employee on a temporary basis if it is in the best interest of the School. The employee will be offered COBRA insurance. Upon release, an employee returning from this type of military leave of absence must return to his/her position at the School within fourteen (14) days after discharge or separation from active duty or military service.
  - If military leave is granted for longer than 180 days, employees will be required to apply for a military leave of absence, and the School may replace the employee. Upon release, an employee returning from a military leave of absence must return to his/her position at the School within ninety (90) days after discharge or separation from active duty or military service. Employees will be offered COBRA insurance for a total of 18 months.

- Employees whose employment is interrupted by military leave will be given retirement benefits in accordance with Federal Law.
  - For purposes of computing the required contributions, an employee's compensation, during the period of military service, will be at the same rate as had the employee not been called to military service.
- Employees returning from service under honorable conditions will be assigned to the same or comparable position for which the employee is qualified.
- Employees granted military leaves of absence shall receive experience credit on the salary schedule up to a maximum of five years. They shall also be allowed to make individual contributions to any pension plan, and upon reinstatement, have all privileges and status restored as if they had not been activated.
- The School shall not be required to reemploy any employee who is discharged from the Armed Forces of the United States under conditions other than an honorable or honorable medical discharge.
- Twelve-month employees who are ordered to attend training sessions or who are assigned to short-term active duty for training shall make every effort to arrange such activities so as to provide for a minimum of interruptions and to promote continuity of the School's work objectives.
- An employee on an approved military leave of absence who fails to request reinstatement or who fails to return to the assigned position following discharge/separation from active duty or service may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.