

PROFESSIONAL STAFF LEAVES OF ABSENCE

I. Military leave of absence

- A. Leaves of absence may be granted for military purposes, but not to exceed the enlistment or draft period. Experience credit on the salary schedule shall be allowed up to two years.
- B. Upon completion of the military service, the individual shall be entitled to reinstatement in the position held, but subject to the following conditions:
 - 1. That the position has not been abolished
 - 2. That the returnee is qualified and capable of performing the duties of the position
 - 3. That returnee makes written application for reinstatement to the assistant superintendent for human resources within ninety days after termination of military service
 - 4. That returnee submits an honorable discharge from military service
- C. The teacher shall make application on the regular leave of absence form to the assistant superintendent for human resources. Teacher shall enclose a copy of their military orders.
- D. A leave of absence without loss of pay shall be granted to members of the National Guard and of any reserve component of the armed forces of the United States for training purposes, but not for a period exceeding a total of ten working days in any one calendar year. Requests should be made on the regular leave form, and military orders shall be attached.

Before any payment of salary is made covering the period of the leave, the employee shall file with the assistant superintendent for human resources the certification of the employee's commanding officer of performance of duty in accordance with the terms of such orders. Employees are encouraged to make arrangements to take these training periods during the summer recess.

Adopted: June 8, 1982

Revised: October 22, 2002