

INSTRUCTIONAL STAFF/ADMINISTRATIVE STAFF MILITARY LEAVE

An employee who is a member of a reserve or national guard unit or any other branch of the military organized under state or federal law who is required to take annual active duty during the school year shall be granted military leave with a right of reinstatement in accordance with state and federal law.

The employee shall receive full salary and benefits during such leave up to a maximum of 15 calendar days annually. All remaining leave to fulfill the annual military obligation shall be unpaid leave.

An employee taking leave under this policy shall forward a copy of his military orders to the superintendent or his designee.

Military leave of absence without pay shall be granted to any regular, full-time employee who enlists for military duty with any branch of the United States armed forces or who is called into active military service in time of war or other emergency declared by the proper authority of the state or United States. The employee shall be considered on a leave of absence during military service.

Upon completion of military service, the employee shall be reinstated in the same or a similar position of like seniority, status and pay if such is available at the same salary and benefits which he would have received if he had not taken leave, subject to the following conditions:

1. The position has not been abolished.
2. The employee is not physically or mentally disabled from performing the duties of the position.
3. The employee submits an honorable discharge or other form of release indicating that his military service was satisfactory.
4. The employee notifies the district of intent to return to work within the time period set out in law.

Upon reinstatement, the employee shall have the same rights with respect to vacation, sick leave and other benefits as if he actually had been employed during the time of such leave.

ADOPTION DATE: April 17, 1996

LEGAL REFS.: 38 U.S.C. §2021, Veterans Re-employment Rights Act
C.R.S. 28-3-601 *et seq.*