



ADMINISTRATIVE DIRECTIVE
MILITARY LEAVE

5.50.062-AD

- (1) **Eligibility.** A school district employee is entitled to one or more military leaves of absence of up to a total of fifteen days each calendar year October 1 to September 30 for annual military training without loss of pay.
 - (a) The 15 days are calendar days and not workdays; i.e., if a leave includes one or more days in another week, the days off are counted as part of the 15 days.
 - (b) An employee who works a 40-hour, 5-consecutive-day week, is entitled to not more than 11 paid days from the 15 days of leave. The military orders must specify that it is for annual training or active duty in lieu of annual training.
 - (c) Additional leaves, or leaves extending over fifteen days, may be granted if approved by an employee's supervisor and Human Resources, with loss of pay.
 - (d) The Employee Leave Request must be accompanied by military orders assigning the employee to military duty.
- (2) **Scheduling.** When the individual has a choice as to military leave time, such leave should be scheduled at a time that would result in minimum job disruption.

Policy Implemented: NA

History: Adpt. 6/71; Amd. 4/88; Amd. 7/10