

11.6 MILITARY LEAVES OF ABSENCE

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

Approved: 08/15/2015