



TO: BOARD OF DIRECTORS

FROM: Maurene Stanton, Executive Director of Human Resources

SUBJECT: First Reading Policy 5407 Military Leave

DATE: April 19, 2022

This is the first reading of updated Personnel Policy 5407 Military Leave. Updates on this policy reflect changes recommended by The Washington State School Directors Association (WSSDA). It is identified as an encouraged policy by WSSDA.

This policy will come before the Board for second reading on May 3, 2022. If you have any questions regarding this policy, please contact me.

MILITARY LEAVE

The district shall grant military leave as provided by law to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed ~~twenty-one~~ **fifteen** days during each ~~calendar~~ year **beginning October 1st and ending the following September 30th**, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence shall be in addition to any vacation or sick leave to which the staff member may be entitled and shall not result in any loss of rating, privileges, or pay. During the **21 day** period of military leave, the staff member shall receive his/her normal pay from the district.

Employees whose school district employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by the district following their discharge. The superintendent shall adopt procedures to implement these re-employment rights consistent with state and federal law.

Military Leave—Spouse

The district will allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days of unpaid leave during a period of military conflict when:

- A. **The military spouse is on leave from a deployment; or**
- B. **Prior to deployment once the military spouse receives official notification of an impending call or order to active duty.**

The employee must work an average of twenty hours or more each week for the district.

The employee is entitled to fifteen days of unpaid leave for each deployment. The employee must provide the district notice of intent to take leave within five business days of the call to active duty or notice of leave from deployment.

Cross Reference:	Board Policy 5310 <u>5404</u>	Compensation <u>Family, Medical, and Maternity Leave</u>
Legal References:	RCW 38.40.060 <u>Ch. 49.77 RCW</u> Ch. 73.16 RCW AGO 61-62 No. 081 38 USC 4301-4335 <u>2021—2024</u>	Military leaves for public employees <u>Military family leave act</u> Employment and Re-employment Public Employees — State and Municipal employees — Military leave — Reserve meetings Uniformed Services Employment and Reemployment Rights Act
Management Resources:	<i>Policy News</i> , June 2001	State Updates Military Leave Rights <u>2009 February Issue</u> <u>2009 April Issue</u>

Adoption Date: 12.10.96
Stanwood-Camano School District
Revised: 10.7.03_i