

G-35 MILITARY LEAVE

General Policy

All employees are entitled to military leave of absence when ordered to active duty for training as members of the Alabama National Guard or any component of the U.S. Armed Forces. Employees who volunteer, are drafted or are ordered to extend active duty with any component of the U.S. Armed Forces shall be entitled to reinstatement to their former positions or comparable positions if the right is exercised in a timely manner as noted below.

Military Leave for Training or Short Term Duty

Employees who are required to attend annual training or special active duty for training shall not suffer any loss of salary during the first twenty-one (21) days of such absence in any calendar year. Employees who are ordered for such duty shall provide one (1) copy of their orders to the Superintendent. Leave will be without loss of benefits. These arrangements shall apply to any "military call-ups."

Reinstatement to Positions After Extended Duty

Employees who volunteer, are drafted or called to active duty for extended periods will be placed on "Military Leave of Absence" upon written application and be entitled to reinstatement to their former or similar positions upon their return and under the following conditions;

- They must not have remained on active duty beyond their first opportunity for honorable or general release;
- They must report to claim reinstatement within ninety (90) days after completion of such service, thirty-one (31) days in case of individuals who undergo only six (6) month's active training or less.

A maximum of three (3) years of experience credit for placement on the School District salary schedule may be granted for service in the U.S. military.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-14-13