

REQUIRED MILITARY RESERVE DUTY POLICY

I. Generally

An employee who is a member of an officially recognized military reserve unity shall be entitled to fifteen (15) calendar days of paid military leave for training purposes during any federal fiscal year.

Employees who coincide their military training duty with their vacation time shall not be entitled to receive make-up pay in addition to their regular vacation pay.

Less than twelve (12) month employees are not eligible to receive military leave with pay except when the required period of training can be scheduled only during the contract period. Then, leave, not to exceed fifteen (15) days in any federal fiscal year shall be granted with pay.

Personnel are expected to make every effort to schedule military reserve training at times when the schools are not in session.

II. Application Procedure

Application for military leave for training purposes shall be made in advance, immediately upon receipt by the employee of official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave, which must be approved by the superintendent or his/her designee. The superintendent may ask the employee to request a change in military orders when it seems to be in the best interest of the school system.

III. Status of Benefits

The employee shall suffer no loss of accumulated leave or other benefits while on military leave with pay.

Adopted: April 16, 1998

Legal Refs.: Code of Virginia, 1950, as amended, sections: 44-75.1, 44-78 and 44-93,
Uniform Services Employment and Reemployment Act of 1994,
38 U.S.C. § 4301 et seq.