

Article IX.A.1.1. Military Leave

A. Statement of Policy

Mandatory military leave, not to exceed 15 days per contract year, may be granted to contract employees who are members of the organized reserve or guard units of the Army, Navy, Air Force or Marines. Official orders must be submitted by the employee to the Human Resources office, prior to the leave, attesting to the official directive to perform such duty.

Where possible, this duty shall be performed at times which will not conflict with contract working days or work assignments.

Employees who have been approved to attend a military duty assignment on contract working days will be paid in the following manner: The District will pay the difference between the military pay received, excluding travel pay and per diem, and the regular pay the employee would have received from the District, providing the military pay is less than the regular District pay. For computation purposes, one day of military duty constitutes an eight-hour day. If the military pay is more than the regular District pay, the employee will be on leave of absence without pay status.

Military leave requests for a longer period (to attend basic training, extended active duty, schools, etc.) will be considered individually on a leave without pay status only.

Contract employees on regular appointment who are called to active duty shall be granted advancement on the appropriate salary schedule at the following rate: one step on the salary schedule for each year, or major part thereof, of active military service, not to exceed three years credit.