

## **Military Leave Policy**

*KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.*

The library supports those who serve in the U.S. Armed Forces. Military leave will be granted for full-time employees who are members of the National Guard, Air National Guard, Naval Militia, a reserve component of the U. S. Armed Forces, or retired personnel recalled to active duty, for the duration of the employee's active service in accordance with state and federal law (the Uniformed Services Employment and Reemployment Rights Act of 1994 - USERRA). Requests for a military leave of absence should be submitted in writing at least 30 days prior to the start of the leave, or as much in advance as is practicable.

Any library employee ordered into service for a domestic emergency or for annual training, for a period not to exceed thirty calendar days, may be reimbursed the difference between military pay and regular library earnings.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits may be provided for throughout the full term of the military leave. Vacation and/or sick leave, and holiday benefits, may continue to accrue during a military leave.

Employees returning from service will be reinstated in accordance with applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work as soon as possible after the end of training, with a reasonable time allotted for travel.

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