

## SCHOOL DISTRICT OF WAUPACA

**SERIES 500 PERSONNEL**

**CODE: 529**

### NATIONAL GUARD OR MILITARY RESERVE SERVICES

The School District of Waupaca Board of Education recognizes that employees of the District may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit.

The Board of Education recognizes that those employees in the National Guard or Military Reserve may be required to serve two or more weeks during the year for additional training. All reasonable attempts will be made to accommodate an employee's request for an unpaid leave of absence to perform his/her training duty. It is the desire of the District, that, if at all possible, the military training sessions be attended during the summer vacation months.

In accordance with this understanding, the following policies shall be in effect:

1. Military Training Encampments

An employee who has official orders directing his/her to attend a training encampment of the Armed Forces of the United States, shall upon request, be granted a leave of absence without pay. Such request for leave of absence shall be made to the administration as soon as possible after receiving such orders.

2. Call to Active Duty:

In the event that a school district's employee is called to active duty during the course of the school year, the following practice shall be in effect:

The District would release the employee from his/her district's responsibilities by granting the employee a leave of absence without compensation. The District would allow the employee to continue in the health and dental insurance plans as though the employee were working in the District. The coverage would continue until the military insurance coverage became effective but not to exceed a period of six (6) months. After six (6) months, the employee will have the option to continue to participate in the insurance program as provided by COBRA.

3. Reemployment Rights

An employee whose continued service with the District has been interrupted by mandatory military service may be restored to the same position or a position of like status or pay in accordance with applicable provisions of the U.S. Code, which allows reemployment rights for up to four (4) years of active duty (which may be extended at the request of the federal government). The following requirements apply:

- a. the employee has been on continuous active military duty;
- b. the military service has been satisfactorily completed;
- c. the employee is still qualified to perform his/her duties;
- d. the employee has made written application for reinstatement within statutory timelines.

Restoration of seniority, status, pay and salary advancement shall be determined by State Statutes.

4. Military School Leave

- a. Employees desiring to participate in elective military schools which are required as a prerequisite to an advancement in rank shall plan to do so during the summer months or other non-student attendance days.
- b. All leaves of absence must be granted by the District Administrator.
- c. No leave with pay shall be granted.

ADOPTED: 081297

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer