



Policy HR 12.10 Military Leave and Family Military Leave

Adopted by the Library Board of Trustees: 01/24/2013

1. Military leave

Any Library employee who is a member of the Washington National Guard or any branch of the U.S. Armed Services, in an active or reserve status, will be granted military leave in accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA), Family Military Leave, RCW 38.40.060.

2. Provisions of military leave

- a. An eligible employee is entitled to a paid military leave of absence for a period not to exceed twenty-one (21) days working days, either for active duty or military related training, during each federal fiscal year beginning October 1 and ending September 30 of the following year. The employee will continue to be paid his/her regular salary or wages while on Military Leave and will continue to accrue any paid benefits such as vacation and sick leave.
- b. The employee is required to give the Library as much notice as possible after receiving receipt of official military orders. The employee must provide a copy of the military orders to the Library and complete the appropriate leave paperwork.
- c. Military leave beyond the twenty-one (21) days of paid time off will be taken as unpaid leave unless the employee elects to use accrued vacation, compensatory time or other available paid time off during the period of unpaid military leave.
- d. While on military leave the employee will retain his/her seniority and will be eligible for salary increases, continuous service benefit increases, and any adjustments in vacation accrual rates based on seniority.
- e. NOLS will make every effort to reinstate an employee returning from military leave to his/her original position or an equivalent position. The Library is not required to maintain the employee's position vacant or to offer the employee employment if the employee is absent on Military Leave more than three (3) years.

3. Family military leave

Any regular employee working an average of 20 hours or more per week and whose spouse is being called into active duty for the Armed Forces, National Guard or Reserves, or who will be, or is, deployed during a period of military conflict, is entitled to up to fifteen (15) days of unpaid leave of absence from work per year. "Spouse" includes registered domestic partner of either

sex. An employee may use any accrued paid leave such as sick, vacation, or compensatory time concurrent with any part of the Family Military Leave.

4. Provisions of family military leave

- a. The employee may take the fifteen (15) days of leave before the deployment of the military spouse or when the military spouse is on leave from deployment.
- b. For each new deployment, the employee may take Family Military Leave.
- c. The employee must give his or her supervisor notice of the intent to take Family Military Leave within five (5) business days of receiving official notice of the call or order to active duty or deployment, or within (5) business days of official notice of the military spouse's upcoming leave from deployment.
- d. Additional leave may be available under the Family and Medical Leave Act for qualifying exigencies and to care for injured service members.

5. Administration

The Library Director is responsible for administering this policy.