



Provo City School District

Policy Series 5000: Personnel

5400 P2

Leaves: Military Leave

Provo City School District values military service and provides benefits for employees as outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA). Provo City School District contracted employees that are mobilized for training, active duty, disaster response, etc. will be placed on military leave.

Employees without leave benefits will be placed on a Leave of Absence during military mobilization. Provo City School District employees whose military activation requires absence from work must verbally notify their immediate supervisor and notify the Deputy Superintendent in writing as soon as possible and provide a copy of their military orders to ensure full compliance with USERRA.

Upon written approval from the Deputy Superintendent, up to 15 days with full pay may be granted. In collaboration with the District, the employee may also elect to use their remaining PTO and/or personal leave days. Once an employee's military leave is exhausted, the mobilized military member will be placed on a Leave of Absence (without pay) until they are released to return to their Provo City School District assignment. A similar assignment will be reserved for employees upon their return from military service. Employees that receive medical benefits will have thirty workdays to request COBRA coverage if they choose to continue their district medical benefits during their deployment. All other district benefits will end unless maintained by the employee during the leave of absence.

Return to Duty

Employees mobilized for military service for 30 days or less will return to work the next duty day after allowance for safe travel and eight hours of rest. Employees mobilized for 31-180 days must apply for reinstatement within 14 days after completion of service. Employees mobilized for over 180 days must apply for reinstatement within 90 days after completion of service.

USERRA

All other USERRA items will be directed to the Deputy Superintendent.

Cross References:

Synopsis:

Policy 5400 Employee Leaves
USERRA

Uniformed Services Employment
and Reemployment Act

Adoption Date:

November 10, 2014