

MILITARY LEAVE

ACTIVE DUTY

Any regular employee of the Lafayette Parish School Board who is serving in the military service or in the armed forces of the United States shall be granted a leave of absence for the period dating from his/her induction, enlistment, enrollment, or call to service in conformance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Such leave shall not affect tenure rights acquired prior thereto.

An employee, upon return, must request reinstatement to the former position within the limits prescribed by USERRA (in some cases the leave can be up to 90 days which includes eligible spouse) after discharge or release from active duty.

An employee who is ordered to duty shall notify the immediate supervisor as early as possible so that scheduling arrangements can be made. The employee shall also notify the Human Resources Department within three (3) days of receipt of orders and shall submit to the Human Resources Department a copy of the official orders. While on military leave, employees shall continue to accrue leave and other benefits which they are entitled to receive in their normal assignment.

As long as the employee continues to pay the employee's contribution, the Board shall continue to pay the employer's contribution to the *Teachers' Retirement System of Louisiana* or *Louisiana School Employees' Retirement System* for these employees during the duration of the period of deployment. The employee also has the option of continuing his/her dependent health insurance coverage by paying the regular monthly dependent coverage provisions.

RESERVE, NATIONAL GUARD, OR SIMILAR DUTY

All employees of the Board who are members of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens' Military Training Corps, or the Civil Air Patrol, either as officers or enlisted persons, are entitled to a leave of absence without loss of pay, including regular pay increases, once they resume employment, time, annual leave, or efficiency rating, on all days which they are ordered to duty with troops, or at field experiences, or for instruction, not to exceed fifteen (15) days in any one calendar year, and when relieved from duty, are to be restored to the positions held by them when ordered to duty. If an employee is unable to perform the duties of the position that would otherwise be due him or her as a result of a disability sustained, aggravated, or manifested while in military service, and he is qualified to perform the duties of any other position in the organization, every effort will be made to place him or her in an alternate position.

As professional educators interested in maintaining excellence in the educational

system, it is expected that all teachers shall make every possible effort to schedule such military leaves during vacation periods. This effort shall be considered as one of the specified duties of all teachers.

Except in the event of a declared national emergency, such leave in excess of fifteen (15) days in any one calendar year shall be leave without pay, unless the employee or teacher affected applies for, qualifies for, and is granted one of the other forms of leave provided by the Board.

Ref: 38 USC §4301-4333 (*Employment and Re-employment Rights of Members of the Uniformed Services*); La. Rev. Stat. Ann §§17:423, 17:1215, 29:401, 29:402, 29:403, 29:404, 29:405, 29:406, 29:407, 29:410, 42:394, 42:401, 42:402, 42:403; Board minutes, 11-7-90.

Adopted prior to 1975
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