**Operating Policy No. 5407**

**Human Resources**

**MILITARY LEAVE**

Puget Sound Educational Service District (PSESD) will grant military leave or re-employment as provided by law, as follows:

**Reservist - United States Military Reserve Unit or Washington National Guard**

PSESD will grant military leave to each staff member who is a member of a United States Military Reserve Unit or a member of the Washington National Guard for a period not to exceed twenty-one days during each year beginning October 1st and ending the following September 30th, provided such reservist has been called to, or volunteered for, active duty or active duty training. Such military leave of absence will be in addition to any annual or sick leave to which the staff member may be entitled and will not result in any loss of rating, privileges or pay. During this 21day period of military leave, the staff member will receive their normal pay from the PSESD.

**Military Leave**

Employees whose PSESD employment is interrupted by up to five years of service in a uniformed service are entitled to re-employment by PSESD following their discharge. Procedures for implementing these re-employment rights will be consistent with state and federal law.

**Military Leave - Spouse**

PSESD will allow an employee who is the spouse of a military member of the U.S. Armed Forces, National Guard, or Reserves to take up to fifteen (15) days of unpaid leave (or may substitute accrued leave), per deployment, during a period of military conflict when:

1. the military spouse is on leave from a deployment; or
2. prior to deployment once the military spouse receives official notification of an impending call or order to active duty.

The employee must work an average of twenty (20) hours or more each week for the PSESD.

Adopted: February 2003

Revised: July 2008

Revised: November 2013

Revised: January 2014

Revised: August 2019

Relevant Board Governance Policies: EL 4 Treatment of Staff

Cross References: Operating Policy No. 5400 Personnel Leaves

Operating Policy No. 1000 Non Discrimination

Operating Policy No. 1010 Racial Equity

Operating Policy No. [5404 Family, Medical and Maternity Leave](https://www.psesd.org/fs/resource-manager/view/56887b80-2506-49ec-b315-488466c0f3a7)

Operating Policy No. [5405 Military Family Leave](https://www.psesd.org/fs/resource-manager/view/02015e56-6038-44c9-a52d-e03f13c929cb)

Legal References: RCW 38.40.060 Military leave for public employees

Chapter 49.77 RCW Military Family Leave Act

Chapter 73.16 RCW Employment and Re-employment

AGO 196 No.81 Public employees – State and municipal employees – Military leave – Reserve meetings

38 USC 4301-4335 Uniformed services employment and reemployment rights act