

4.11 MILITARY LEAVE OF ABSENCE

Leaves of absence for military or reserve duty are granted to all employees of the Library District. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor or department head as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training, and will receive the difference between his/her base military pay and his/her regular pay while attending required training upon presenting his/her military pay voucher to his/her department head. Their eligibility for reinstatement after the completion of their military duty or training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation entitlement for any unpaid military leave.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 12.14.16*