

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7146

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CATEGORY: **Personnel, Leaves/Absences**

EFFECTIVE: **1-29-62**

SUBJECT: **Military Leaves**

REVISED: **6-21-99**

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## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing leave for preinduction physical examination, military leave for active or training duty, and leave for long-term military service.
2. This procedure applies to contract certificated and monthly classified employees and to hourly teachers employed on a regularly scheduled basis. Other temporary or hourly employees are not eligible for paid leaves for military service.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2260; Ed. Code 44931, 44800; Military and Veterans Code, Sec. 395-395.3; 77 Ops. Cal. Atty. Gen. 209.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Classification and Compensation Department (short-term leaves and special payments) or the Personnel Administration Department (long-term leaves and placement after leaves), Human Resource Services Division.
2. **Preinduction Physical Examination Leave.** An employee shall be granted leave of absence without loss of pay for the purpose of undergoing an ordered preinduction physical examination for the armed forces.
3. **Short-Term Military Leave (30 days or less).** An employee shall be granted leave of absence without loss of pay for a period not to exceed thirty days for the purpose of engaging in ordered, temporary military training. *Ten-month employees* who are members of military reserve units are expected to request military active-duty training orders for periods when school is not in session. Short-term military leaves for active duty will be granted during the school year only when satisfactory documentation is provided to show that military requirements cannot be satisfied during vacation periods. Ten-month certificated employees should not accept summer school employment if obligated to perform active-duty military training during summer session.
4. **Long-Term Military Leave (more than 30 days).** An employee who is involuntarily inducted or recalled to active military duty, and any employee who is a member of the Reserve Corps of the Armed Forces of the United States, or of the National Guard who is called to duty for the purposes of active military training, encampment, naval cruises, special exercises, or like activity shall be granted leave of absence, without pay, for the period of ordered service.

- a. **Salary entitlement while on leave** (first 30 days). An employee granted long-term military leave, who has a minimum of one year of service with the district, including the period of time served in any prior military service, immediately prior to the date on which leave begins, shall be entitled to his/her salary for the first 30 days of ordered military duty. Pay for such purposes shall not exceed thirty days in any one fiscal year. "Thirty days" is defined as one month's pay for classified employees and one-tenth of annual salary for certificated employees. (Ed. Code 13530)
- b. **Return upon release from duty**. An employee shall have the right to return to an appropriate position at any time within six months of release from active duty. Upon return, the employee shall have all rights and privileges he/she would have enjoyed if not absent due to service in the armed forces; however, the employee shall not be entitled to sick leave, vacation, or salary for the period he/she was on leave, except as noted in C.4.a. above.
- c. **Forfeiture of district position**. An employee who voluntarily requests and obtains extension of an enlistment, service, or tour of duty shall forfeit rights to return to his/her position with the district.

## D. IMPLEMENTATION

1. **Preinduction Physical Examinations and Short-Term Military Leaves**
  - a. **Employee** completes "Request for Short-Term Leave"; attaches copy of official orders and forwards to principal or department head as far in advance as possible.
  - b. **Principal/department head** approves "Request for Short-Term Leave" and notifies employee when approved; forwards request to Payroll Unit; requests substitute if needed.
  - c. **Time-recording secretary** records absence on time sheet, following instructions in *Personnel - Payroll Handbook*.
  - d. **Personnel Administration Department** supplies substitute as requested.
2. **Long-Term Military Leaves**
  - a. **Employee**
    - (1) Completes "Leave of Absence Request—Long Term"; attaches copy of official orders and forwards to principal or department head as far in advance as possible.

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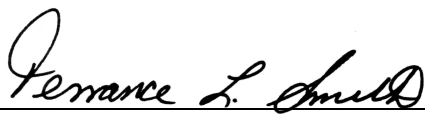
- (2) Upon completion of 30 days of active duty service, requests letter of verification from military unit commander; forwards to Payroll Unit, as basis for receiving thirty days' salary.
  - (3) Upon release from active duty, immediately contacts Personnel Administration Department in regard to placement in appropriate district position.
- b. **Principal/department head** reviews request for leave; notifies employee when approved and forwards request to Personnel Administration Department.
  - c. **Personnel Administration Department** authorizes placement of employee on long-term leave of absence; arranges for placement in appropriate district position upon return.
  - d. **Payroll Unit**, upon receipt of verification of thirty days of active military service, authorizes issuance of special pay warrant.

**E. FORMS AND AUXILIARY REFERENCES**

1. Request for Short-Term Leave, Stock No. 22-R-2733.
2. Leave of Absence Request—Long Term, available from Human Resource Services Division.
3. Personnel - Payroll Handbook.

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education