

Williamson County Board of Education Procedures and Guidelines

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5.306p

PROCEDURES FOR MILITARY LEAVE

A. Reservists – Annual Training (Active State Service)

Any employee who is a military reservist shall be paid his/her full salary while attending active state service annual training or any other active service for up to twenty (20) working days per calendar year. After twenty (20) working days of full compensation, an employee will be paid in accordance with the Call to Active Duty procedure below.

B. Call to Active Duty

Any full time employee who is a military reservist and who is called to active duty for more than 30 days shall be treated in the following manner:

1. **Salary.** For a period not to exceed six months the employee will be granted a salary differential not to exceed \$1,000 per month from WCS. The exact amount of the salary will be based on the difference of the individual's base WCS salary and the combined military salary and allowances effective the date of the call to active duty. If the military salary and allowances exceed the WCS salary there will be no WCS payment. The employee is required to provide WCS copies of military orders and documentation reflecting all military pay and allowances.
2. **Medical and Life Insurance Benefits.** The employee will be provided with the option of transferring medical benefits to active duty government plans or remaining on existing WCS plans. If the employee remains on a WCS plan, in no case shall the time period exceed twenty-four (24) months. If applicable, the same contribution level will be paid by the employee as if he/she was still working for WCS. If the employee has not returned to the WCS position by the end of the twenty-four (24) month period, the normal COBRA options will apply for benefit continuation. Life insurance also continues at the same rate as if the employee was working for the twenty-four (24) month period. However, the life insurance may exclude certain military events and may not pay a death benefit for certain military actions.
3. **Accrued Time.** Upon return to employment under the terms of 38 U.S.C. § 4301, et.seq., the employee will not be considered to have had a break in service for purposes of pay scales and other benefits which are based on time of service.
4. **Other Benefits.** All other benefits will accrue at the same rate as if the person was still on the job for the remainder of the month in which they leave for active duty. These benefits include retirement plans, sick leave, vacations, etc. After this period, benefits will be frozen at the then existing levels. When the employee returns to work at WCS all benefits will be reactivated at this same rate.

