

# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

## 809 – Military Leave

- 809.1 Employees seeking Military Leave from their employment with Grant County must submit a Leave Request & Authorization Form, along with a copy of their military order(s), to their supervisor immediately upon receipt, unless it is impossible, unreasonable or precluded by military necessity.
- 809.2 Grant County will grant paid military leave to employees ordered to serve on active duty or active duty training for the National Guard or Reserves of the United States, not to exceed fifteen (15) workdays per year, in accordance with RCW 38.40.060.
- 809.3 Employees who voluntarily or upon demand, leave a position for more than fifteen (15) workdays to enter active duty in the Armed Forces shall be placed on military leave without pay for up to five (5) years, except as otherwise provided by the Uniformed Services Employment and Reemployment Act (USERRA).
- 809.4 Employees may exhaust accrued annual leave and compensatory time during military leave without pay, but are not required to do so.
- 809.5 Any benefits available prior to military leave will be retained. However, no additional benefits will be awarded, earned or accrued while on leave.
- 809.6 An employee who returns to work after a military leave of absence shall be restored to his/her previous position and salary, to a comparable position and salary, or to the position and salary he/she would have attained had he/she not been called to service **conditioned upon his/her application for re-employment as follows:**
- 809.6.1 Within ninety (90) days of discharge or separation for service of more than one hundred eighty (180) days;
- 809.6.2 Within fourteen (14) days of discharge or separation for service of more than thirty (30) days but less than one hundred eighty-one (181) days or;

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809.6.3 At the beginning of the next regularly scheduled work period on the first full day after discharge or separation for service of less than thirty-one (31) days.

809.7 Employees must present to Grant County written documentation of honorable discharge or separation. Further, an employee's seniority rights are restored upon successful reemployment, as well as restoration of health insurance benefits as if the employee had never taken a leave-of-absence.

809.8 Employees are urged to contact the Human Resources department for additional information or to receive assistance with any questions.