

SPOKANE COUNTY FIRE DISTRICT 8

Policy

P10.07.08 Military Leave



Adopted: 010/19/2015

Board Chair:

Commissioner:

Commissioner:

Policy: Military Leave

1. The District provides paid leave to all employees performing military service in accordance with federal and state law up to twenty-one (21) days per year beginning October 1st and ending the following September 30th, or any greater period required by law.
 - a) Military service includes active military duty and Reserve or National Guard training.
 - b) Employees are required to provide their manager with copies of their military orders as soon as possible after they are received.
 - c) Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.
 - d) If an employee is called to Active Duty for more than 21 work days in a government fiscal calendar period, the District shall provide the employee a six-month Salary Continuation Period.
 - e) If the employee's military salary is less than his/her District salary, the difference between the military salary and the District salary will be paid to the employee after receipt of official documentation showing a copy of the orders to report to active duty and the amount of pay the employee is receiving from the military.
 - f) During the Salary Continuation Period, the employee shall continue to receive the same benefits that the employee would have received if employed by the District including annual leave accrual, sick leave accrual, but excluding assignment of Kelly days which will be forfeited.
 - g) Medical and dental benefits provided under this policy are subject to the coverage and provision of the insurance policies carried by the District.
 - h) Pension benefits provided under this policy are subject to the statutory and regulatory requirements of the Department of Retirement Systems.
2. In the event the Active Duty period is extended beyond the Salary Continuation Period, the extension of any continued salary or employment benefits shall be at the sole discretion of the Board of Fire Commissioners.
3. The District prohibits discrimination against members on the basis of military duty, affiliation or status and requires reinstatement of a member following military leave to the same position or a position of like seniority, status and pay, as dictated by federal and state laws.

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Board Chair: *Charles R. [Signature]*

Commissioner: *[Signature]*

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- a) Generally, a member will be reinstated if he/she is still qualified to perform the job duties and circumstances don't make it impossible, unreasonable or against public policy to place the member back into the same or similar position.
4. Military Spousal Leave. Pursuant to RCW 49.77.030, during times of military conflict declared by the President or Congress, an employee, working 20 hours per week or more, whose spouse is a member of the United State Armed Forces, National Guard or Reserves who had been notified of an impending call or order to active duty, or who has been deployed, or when the military spouse is on leave from deployment, is eligible for a total of fifteen (15) days of unpaid leave per deployment.
 - a) The employee must give notice of intention to take leave within five (5) days of the soldier/spouse receiving official notice of the order to active duty, or official notice of receiving leave from active duty. This leave is unpaid leave. However, employees may substitute accrued vacation or sick leave for any part of their spousal military leave.
5. During leave under this policy, the District will continue to pay the employer's portion of health insurance premiums, provided that the employee continues to pay their share of insurance premiums, if any.
 - a) Failure of the employee to pay his/her portion of the premium may result in cancellation of health insurance.
6. If an employee fails to return to work at the end of the leave, the employee may in some cases be responsible to pay back the District for the employer portion of the health insurance premiums.
7. Upon return from military spousal leave, an employee shall be entitled to return to the employee's former position or a position with equivalent pay, benefits and conditions of employment, unless unusual circumstances have arisen (i.e., the employee's position or shift was eliminated for reasons unrelated to the leave).
 - a) If the employee chooses not to return to work for any reason, the employee should notify the District as soon as possible.
 - b) Failure to return as agreed from an approved leave may be treated as a voluntary resignation of employment.