

Stark County Board of Developmental Disabilities

Policy 4.28 Military Leave	Effective: 3/27/24
Chapter 4: Human Resources	Page 1 of 2

MILITARY LEAVE

POLICY

Permanent public employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio national guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.

As the result of an executive order issued by the President of the United States, act of Congress, or because of an order to perform duty issued by the governor pursuant to section 5919.29 of the Revised Code is entitled, during the period of designation in the order of the act, to a leave of absence and to be paid, during each monthly pay period of that leave of absence as outlined in ORC 5923:05.

All full-time employees who have held a position with the Board for at least ninety (90) days shall be granted a military leave of absence without pay to be inducted or otherwise enter full-time military duty and shall be considered as a separation from the Board's service with reinstatement rights.

The terms and conditions of reinstatement are governed by the Uniformed Services Employment and Reemployment Right Act (USERRA).

Historical Resolution Information	Reviewer(s):								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>9/26/17</td><td>09-41-17</td></tr><tr><td>12/15/20</td><td>12-55-20</td></tr><tr><td>2/27/24</td><td>02-16-24</td></tr></tbody></table>	Date	Resolution Number	9/26/17	09-41-17	12/15/20	12-55-20	2/27/24	02-16-24	Director of Human Resources
Date	Resolution Number								
9/26/17	09-41-17								
12/15/20	12-55-20								
2/27/24	02-16-24								

Stark County Board of Developmental Disabilities

Policy 4.28 Military Leave	Effective: 3/27/24
Chapter 4: Human Resources	Page 2 of 2

PROCEDURE

- A. Except as otherwise provided, any regular employee who is entitled to the leave provided herein and who is called or ordered to the uniformed services, as defined in Section 5923.05 of the ORC, for longer than a month, for each calendar year in which the employee performed service in the uniformed services as amended, because of an executive order issued by the President of the United States, an act of congress or an order to perform duty issued by the governor pursuant to Section 5919.29 of the ORC is entitled, during the period designated in the order or act, to a leave of absence, the lesser of the following:
1. The difference between the regular employee's gross monthly wage or salary as a regular employee and the sum of the regular employee's gross uniformed pay and allowances received that month;
 2. Five hundred dollars.
- B. Employees are required to submit a published order authorizing the call or order to the uniformed services or statement from the appropriate military commander as evidence of military duty before military leave shall be granted to Human Resources. This evidence shall accompany the standard agency leave of absence form.
- C. Employees will continue to be covered by the Board's health insurance during an approved military leave, if the employee was covered while employed, until such employee is eligible for military health insurance.
- D. Employees on approved leave of absence for reserve military service for field training or active duty shall continue to accrue vacation and sick leave at their current rates for a period not to exceed twenty-two (22) eight (8)-hour days or one hundred seventy-six (176) hours within each calendar year. If leave is extended beyond one month, the employee will no longer accrue vacation and sick leave.
- E. No regular employee shall receive payments if the sum of the employee's gross uniformed pay and allowances received in a pay period exceeds the employee's gross wage or salary as a regular employee for the period.
- F. Month means twenty-two (22) eight (8)-hour work days or one hundred seventy-six (176) for each calendar year.