

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0584 (HR)
Effective Date: 04-19-01
Person Responsible: Superintendent

Subject: Military Leave
Last Revision: 03-14-17

Approvals/Date: Brent Brown 3-14-17 Donna Brown 3/14/17
Superintendent, WCBDD Date Department Director Date

1. Active Duty: An eligible employee who is drafted or is called for active duty in the Armed Forces of the United States, the Coast Guard, the Marine Service, shall (in accordance with existing law) be entitled to re-employment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physically and mentally able to do the conditions from such services, provided the employee is physically and mentally able to do the work required and reports for work within 90 days of such discharge, or within 90 days after he or she is released from hospitalization continuing after discharge for a period of not more than one (1) year. He or she shall be employed in such position if it exists and is not held by a person with greater seniority, or to a position of like seniority, status, and pay. If he/she is not qualified to perform the duties of such position by reason of disability sustained during such service, he/she shall be placed in such other position, the duties of which he/she is qualified to perform, as will provide him/her like seniority, status, and pay or the nearest approximation thereof consistent with the circumstances of his/her case.

2. Military leave is governed by R.C. 5903.02 and R.C. 124.29. In general, any employee with more than 90 days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall request a military leave or absence without pay. If not accepted for active duty, the employee shall be reinstated to his or her former position without loss of seniority or status or reduction in pay. Employees working in a probationary period prior to taking military leave will complete the probationary period upon his/her return from military service and the total probationary time shall not exceed one year. Upon completion of the probationary period the Board must credit the employee with benefits (wages/salary, seniority, or other benefit) as though the employee had been continuously employed during the period of military service and effective as of the date employee would have earned such benefits, had his/her employment not been interrupted by military service. Employees who completed their active duty obligation (without voluntarily re-enlisting or extending that obligation) are entitled to their previous Board position within 30 days of their written request, provide such request is submitted within 90 days of discharge or release from active duty. If temporary physical disability precludes the employee's performing on the job, he or she shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to previously held positions under these provisions shall receive credit for military service in areas affecting status, rank, rating, increments, qualifications, etc., as though they had continued their Board employment. This does not require that vacation and sick leave accrue to the employee while on military leave.

3. R.C. 5923.05 requires that Ohio National Guard, Defense Corps, Naval Militia, and all U.S. Armed Forces Reserve components members be authorized up to 31-calendar days leave per calendar year for training purposes. Employees are required to submit a copy of Active Duty for Training orders with such requests for leave. Employees requesting such leave will be required to submit the necessary documentation and complete the necessary leave papers in advance of the leave.

4. COMPENSATION:

Wood County Board of DD will compensate employees for active duty time served per the following guidelines. Employee must:

- A. Submit a copy of their actual pay stub for the Reserve time served and WCBDD will pay the employee the difference; or
- B. Submit the military check over to WCBDD and receive a paycheck for their regular scheduled hours.

References: RC 124.29
RC 5903.02
RC 5923.05