



Department: Human Resources
 Policy Number: HUM-A024
 Effective Date: 1/17/05

ADMINISTRATIVE POLICY

The online version of this policy is official.
 Therefore, all printed versions of this document are unofficial copies.

MILITARY SERVICE LEAVE

The Clarksville-Montgomery County School System (CMCSS) complies with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), Title 38, United States Code, Sections 4301-4333 and T.C.A. §8-33-109 when an employee leaves employment for voluntary or involuntary “service in the uniformed services”. Provided he or she meets the eligibility criteria as defined under USERRA, the employee will be entitled to reemployment upon return to the system, with assignment to a position with full privileges and without loss of professional or financial status. Employees who are called for duty in the uniformed services (state or federal service) are entitled to twenty (20) working days paid leave of absence per calendar year, with copy of official orders, if active duty occurs during the employee’s normally scheduled work period. After the twenty (20) working days, employees who are members of any reserve component of the U.S. Armed Forces may use up to five (5) days of sick leave in lieu of vacation leave so as not to take leave without pay. Employees who are educators and members of any reserve component of the U.S. Armed Forces may use any accumulated sick leave in lieu of vacation leave so as not to take leave without pay.

Implementing Procedures: Leave of Absence Request Procedure ([HUM-P006](#)) Request for Military Service Leave must be submitted through the CMCSS online portal.

Associated Documents: Uniformed Services Employment and Reemployment Rights Act Request for Leave of Absence/FMLA Form ([HUM-F016](#)) Form WH-348.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/17/05		Initial Release
7/01/07	A	Increase number of paid leave days from 15 to 20 re T.C.A. Section 8-33-109
4/13/09		Reviewed, no revisions
4/6/10	B	Change title to “Military Service Leave”
4/8/13	C	Update logo and Effective Date
7/23/18	D	Added “working” before days for clarification. Last two sentences of paragraph inserted. Removed T.C.A. reference from associated documents.
3/18/19	E	Added HUM-P006 to implementing procedures. Added HUM-F015 and HUM-F016 to associated documents.
4/6/21	F	Added references to push employees to complete the process through the online leave portal.



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***** End of Policy *****