4-11 POLICY ON FAMILY MILITARY LEAVE

If an employee has worked for SYCAMORE PARK DISTRICT at least twelve (12) months and at least 1250 hours for the last year, he or she may be eligible to take 30 days of unpaid, job-protected leave to visit with a spouse or child who has been called into military service that will last longer than thirty days. While on the leave, all benefits will be at the employee's expense.

The employee seeking this leave must give 14 days advance notice to SYCAMORE PARK DISTRICT if the leave will be for 5 or more consecutive workdays. If less than 5 consecutive workdays, the employee must give advance notice "as is practicable". SYCAMORE PARK DISTRICT may require certification from the proper military authority to verify leave eligibility, and the employee must first exhaust all accrued vacation, personal leave and any other leave granted by the District except for disability leave.

Upon returning from leave, the employee will be restored to their same position or one with equivalent seniority, benefits and pay.

Adopted on:

Revised on: