



4-9 POLICY ON MILITARY LEAVE

An employee who is a member of the United States Armed Forces will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

District employees must provide Sycamore Park District with at least thirty (30) days advance written notice prior to the start of leave for military service, unless notice is not possible due to a national emergency. Such notice must include, without limitation, a copy of his or her orders. Upon return to the District from the military training, the employee must submit a statement signed by an appropriate military official indicating the time he or she spent in military training and/or service. An employee whose period of service is more than thirty (30) days must complete an application for reemployment within the time periods as specified in the law.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if an employee is a member of the National Guard, the Illinois State Militia, or of the United States Armed Services Reserve, he or she may be entitled to leave with pay when called into service as provided by law. Under this Act, and if eligible, his or her salary continuation shall include health insurance and any other benefits he or she was receiving at the time of being called up. The employee's salary will be offset by his or her military pay.

Under the Military Leave of Absence Act (5 ILCS 325/0.01), full-time employees shall continue to receive his or her regular compensation as a Sycamore Park District during leaves for annual training. During leaves for basic training, for up to sixty (60) days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's daily rate of compensation for military activities is less than his or her daily rate of compensation as a Sycamore Park District employee, he or she shall receive his or her regular compensation as a Sycamore Park District employee minus the amount of his or her base pay for military activities. During these leaves, the employee's seniority and other benefits shall continue to accrue.

Employees should retain their military pay vouchers. In circumstances in which pay from the District is offset by military pay, the employee must furnish official proof of pay during his or her tour of duty to receive pay from the District.

In addition to the paid leaves of absence specified above, full-time employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty as long as the cumulative length of the absence and all previous absences do not exceed five (5) years, or as otherwise prescribed by law. Employees on military leave may substitute their accrued paid leave for unpaid leave.



Employees inducted into the Armed Services of the United States under the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301, et seq. for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

During a military leave 30 days or less, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his health coverage for up to 18 months of uniformed service but may be required to pay all or part of the premium for the continuation coverage [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA].

Adopted on:

Revised on: October 2016