

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4352

MILITARY LEAVE: ALL EMPLOYEES

- I. Military leave is absence which will be granted to an employee who has an obligation to perform military service. An employee who requires military leave will not be disadvantaged in their Clark County School District (CCSD) career due to their military service, will not be discriminated against based on their military service, and will be entitled to reemployment upon return from military service as set forth below.
- II. A request for military leave of absence shall be submitted on a Resignation/Retirement/Leave of Absence form through the Human Capital Management (HCM) Employee Self Service (ESS) – Separation/LOA Request tile. Unless circumstances make it impracticable, the Leave of Absence form through the HCM ESS – Separation/LOA Request tile shall be submitted at least thirty (30) days in advance along with a copy of the order, the annual drill schedule, or other documentation outlining the expected duration of the military service.
- III. Military leave will be granted with or without pay in accordance with the Nevada Revised Statutes and the appropriate negotiated agreement.
- IV. An employee returning from a military leave of absence lasting less than thirty-one (31) days must report to work the next regularly scheduled work period on the first full day following completion of the annual training or other short-term military service. An employee returning from a military leave of absence longer than thirty (30) days, but less than 181 days, must request reassignment within fourteen (14) days of completion of military service. An employee returning from a military leave of absence longer than 180 days must request reassignment to a position within the District within ninety (90) days of completion of military service.
 - A. Employees returning from service under honorable conditions will be assigned to the same or comparable position for which the employee is qualified.
 - B. The CCSD shall not be required to reemploy any employee who is discharged under conditions other than honorable.
- V. Twelve-month employees who are ordered to attend training sessions or who are assigned to short-term active duty for training shall consult with their

R-4352 (page 2)

immediate administrative supervisor and make every effort to arrange such activities so as to provide for a minimum of interruptions and to promote continuity of work objectives of CCSD.

- VI. An employee on an approved military leave of absence who fails to request reinstatement or who fails to return to the assigned position following completion of military service may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.

Legal Reference: NRS Chapter 281 General Provisions as to Officers and Employees

Review Responsibility: Human Resources Division

Adopted: [4353/4953:9/65;6/77 4653:1/68;6/77] (10/22/81)

Revised: (5/12/83; 11/23/93; 1/11/94)

Pol Gov Rev: 6/28/01

Revised: 9/22/11; 03/23/23