

Personnel - All EmployeesMilitary and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees must notify the Superintendent as soon as they receive notification of activation.

Employees will attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take family military leave must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

**Legal Reference:** Neb. Rev. Stat. §§ 455-160 to 55-166 and LB 497  
38 USC Sections 4301 to 4333

Date of Adoption: December 13, 2010