

**STAFF LEAVES AND ABSENCES FOR MILITARY
AND CIVIC SERVICE**

Employees may often be required or have the opportunity to serve on jury duty, in the military, the state legislature or in another government position. In all cases, every effort will be made to support the employee and reduce the impact on the students and the school. An employee will not be allowed to earn two wages simultaneously. Employees must choose to accept either his/her regular salary or the duty reimbursement (less stipends for meals, travel and lodging). If the employee chooses to accept his/her regular salary, he/she shall reimburse the district the payment received for the government service. The following additional guidelines also apply:

Jury Duty - If the duty is during contract days or hours, employees will be paid at their regular rate for the time spent on jury duty. Absences reported as jury duty will create no loss of salary, but the compensation that the employee receives must be signed over to the district (less travel, meals, and lodging).

State Legislature - Employees who have been elected to the Utah State Legislature will be paid at their regular rate of pay for the time spent as a legislator. Absences reported as legislative service will result in no loss of salary or benefits, but employees serving as legislators are expected to reimburse the district for any compensation received for the legislative service during district contractual time (less travel, meals, and lodging).

Military Service - Employees should arrange military leave to coincide with time not contracted to the school district. In cases where this is not possible, the following policy will apply:

- A. Full-time contracted employees will be paid at their regular rate for the time spent in military service for training up to 15 days, if the service was on school contract time. They must reimburse the school district for all pay received from the military service (less travel, meals, and lodging).
- B. In cases of full-time employees being called to active military duty, employees will be on unpaid leave of absence from the school district. There will be no pay or benefits. The position vacated, in response to the active duty call, will be held until such time as release from active duty occurs. Within 40 days after release from active duty, the employee must declare his/her intention to return or not return to the district in writing. When such declaration is not received in the specified time, the position will be declared vacant and will be filled on a permanent basis. All benefits will resume after release from active duty and upon the written notification of the employee's intent to return to employment with the school district. Pre-existing medical conditions will not apply. Nebo School District will be in compliance with all

state and federal laws which relate to military activation of employees.

City Government - Full-time contracted employees who have positions in city government will be paid at their daily rate for any city related assignment which requires them to miss school. The employee will reimburse the district for all pay received while on government business. If minimal or no compensation is received, he/she will be responsible to pay the cost of the substitute for the days missed. He/she may then seek reimbursement from the city for this absence.

Proposed: 5-10-00