

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/4152.1R**

PERSONNEL  
MILITARY LEAVE

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) an employee must provide written notification to the Association prior to going on duty, unless precluded by military necessity. Written orders are to be submitted by the employee to his/her direct supervisor who will then forward a copy to the Director, Human Resources. In accordance with USERRA, all written orders are considered valid when issued by a relevant military authority. Therefore, the Association reserves the right to verify written orders with relevant military authority. This shall be done by Human Resources.

Employees shall have the option to use accrued vacation time or accrued personal time to be paid by the Association, or unpaid time for military leave.

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