

Section A

Employees of District #225 may request a leave of absence for purposes of military duty by:

1. Submitting to the Human Resources Director through their immediate supervisor, a written request for a leave of absence for military duty at least four (4) weeks prior to the requested leave date.

Section B

Approval of requests for leaves of absence for military duty will be made accordingly:

1. The Human Resources Director will arrange a meeting with the employee for purposes of discussing the Board policy on military leaves.
2. The Human Resources Director will confer with the superintendent relative to approval or disapproval of the military leave request.
3. A memorandum will be issued to all appropriate parties stating whether the requested leave has been granted or rejected.

Adopted: December 11, 1974

Revised: August 21, 2000