
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY GCCAD: ABSENCE FROM DUTY FOR MILITARY SERVICE/
MILITARY TRAINING**

When an employee is called-up for military service, the employee must submit a copy of his/her orders to the Human Resources Department immediately. The following procedures will be used.

1. Carroll County Public Schools will place the employee on a non-compensatory leave of absence for the period that the employee is absent from employment with Carroll County Public Schools.
2. When the employee returns to service with Carroll County Public Schools, he/she will be returned to his/her position or one of equal stature, with full seniority. Said employee will be entitled to any increase in salary or benefits that would have been reached if employment had not been interrupted by military service.
3. Carroll County Public Schools will have the right to lay off an employee who was absent from duty for military service if it can be shown that the position was eliminated while the employee was on military service.
4. The employee shall have the option to participate in Carroll County Public Schools' fringe benefit program while on military leave, provided the employee pays the entire cost of participation.
5. Employees who are required to report for inactive military training shall submit a copy of his/her orders, as well as an official certificate of the daily rate of pay, to the Human Resources Department.
6. Carroll County Public Schools will pay the employee the regular daily rate of pay less the daily rate of pay paid by the Military for each day of absence from work.
7. The Board will receive a list of those employees who requested military leave as a part of the Personnel Action Items at each monthly board meeting.