



MILITARY LEAVE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

The purpose of this policy is to provide guidelines and procedures for employees who receive notice of military or other types of required training related to national disasters. This includes Disaster Medical Assistance Teams (DMAT), State All Hazards Incident Management Training (IMT), or other training organized under the National Disaster Medical System (NDMS).

This policy also covers employees who are called to active military duty or deployed due to a national disaster or declared state of emergency.

It is the intent of the City to be in compliance with USERRA, VBIA, and all other Federal and State laws. It is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or this policy. If any employee believes that they have been subjected to discrimination in violation of this policy, the employee should immediately contact Human Resources.

Policy:

The City recognizes that employees may be required to participate in military, DMAT, or IMT training on an annual basis. The City also recognizes that certain employees may be called to active military duty or actively deployed as a result of a national disaster or declared state of emergency.

The City provides unpaid leave time for all required training or active deployments addressed in this policy.

1. Reserve, National Guard, DMAT, or IMT Training. Employees who receive notice of military or any other type of required training must notify their supervisor and Human Resources as soon as possible. Employees must also complete the Military and National Disaster Leave form and return the completed form to Human Resources. Upon notice, Human Resources will

grant an unpaid leave of absence during the training period. Leave will not be granted without a completed form.

Employees may choose to be paid the difference between military (or DNR or DMAT) pay for the training period and their regular City base pay (not to exceed 14 days in a calendar year.) If employees choose to be paid the difference, it is their responsibility to notify Payroll and provide Payroll with a copy of their check stub for the training period within 30 days of the employee's return to work after training.

2. Active Duty or Deployment. Employees who receive a call to active duty or are notified of deployment due to a national disaster must notify their supervisor and Human Resources as soon as possible. Employees who are called to active duty or deployed must also complete the Military and National Disaster Leave form and return the completed form to Human Resources. Upon notice, Human Resources will grant an unpaid leave of absence to cover the period of deployment.

3. Paid Vacation and Personal Time. Employees who are deployed may use vacation, personal, or sick time during their leave. It is the employee's responsibility to notify Human Resources of the intent to use paid time prior to the employee's deployment date.

4. Benefits during deployment. Health and dental insurance will end at the end of the month in which the employee's last day is worked. Employees who are deployed have the option of electing COBRA continuation coverage for health and dental; however, they may wish to first verify eligibility through the military or other Federal agency. Health and dental insurance will be reinstated when the employee returns to work without any waiting periods. The City will maintain the employee's standard life insurance during the leave. If the employee has optional life insurance, he/she may maintain the optional life insurance if premiums are paid prior to deployment.

5. Pay Increases. An employee on active duty will be eligible for any pay increases during their absence provided that the employee is otherwise eligible for the wage increase.

6. Return to Work. The City will promptly reinstate employees returning from active duty to their same position or one of comparable status and pay. In order to be eligible for reemployment, the employee must provide written verification of honorable discharge (including the dates served) and must apply for their position within the required timeframes:

- If service is less than 31 days, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- If service is for 31 days or more but less than 181 days, the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.
- If service is over 180 days, the employee must submit an application for reemployment

with Human Resources no later than 90 days following the completion of service.

- If the employee is hospitalized or convalescing from a service-connected injury, the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.

7. Employee with a service-connected disability. If after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the City; or if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

8. Exceptions to re-employment with the City. In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The City's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon the City.
- The employee's employment prior to the military service was merely for a brief, nonrecurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.