

Military Leave

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

Leave may be taken for military requirements such as:

- Active duty
- Training and drills
- Physical examination
- Funeral honors duty

You will not be denied employment, reemployment, promotion, or other benefits of employment because of your membership — or application for membership — in any of the U.S. uniformed services.

Procedures:

- Provide advance notice to your supervisor.
- Provide a copy of a military order to Human Resources
- Complete a **Military Checklist** and provide a copy to your Department Timekeeper and Human Resources.

Pay: Kitsap County will pay up to 21 workdays per year for military leave to employees for each year on active duty. Beyond the paid 21 days, military duty leave is unpaid for the rest of your time in active duty, up to five years. However, you may use any accrued annual/compensated leave you have available. Federal fiscal year runs from October 1st to September 30th.

Use of Leave: Complete a **Military Leave Request form** to identify your wishes for the use of accruals after exhaustion of your 21 paid days. (form coming soon)

Length of Leave: Absences less than 31 days: Report to work the first scheduled work period on the first full calendar day following completion of service plus eight hours. Absences 31 to 180 days: Request reinstatement within 14 calendar days of completion of service. Absences greater than 180 days: Request reinstatement no later than 90 days following completion of service.

Accruals/Benefits: While in a paid status, your accruals and benefits will continue without interruption. Once you go into a leave without pay status, you will no longer accrue leave. Health benefits will be suspended; however, continuation of benefits may be available. Contact the Human Resources Department for further information on continued benefits.

Return to Work: Upon returning to work from military leave, you are eligible to receive all the rights and benefits that you would have received if you had never taken leave (such as pay increase, seniority, and annual leave accrual rate). Contacting Human Resources will assure reenrollment into your health benefits.

Additional Resources:

Military leave for public employees (RCW 38.40)

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Military Leave (WAC 357-31-360)