

## 520.11

### MILITARY LEAVE

Pursuant to federal and state law, the Agency shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the Agency of the need for a leave of absence as far in advance as possible and should notify the Agency of the commencement date of the military leave and its expected duration. Eligible employees should also provide the Agency with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the Agency of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

LEGAL REFERENCE: 38 U.S.C. Section 4301 et seq.  
Wis. Stats. Section 321.63-321.65, 111-321, 111.355

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