

**Subject: Military Leave**  
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## **POLICY**

### **A. Training or Emergency Duty**

An employee must submit a request to use leave with or without pay for military leave on an Application for Leave Form. The request must indicate the start and end times and dates of the leave. A copy of the military order(s) must be attached. The request must be submitted at least one week prior to the commencement of the leave of absence for regularly scheduled training/duty and as soon as possible for emergency duty.

The Human Resource Department must approve the request.

### **B. Extended Military Service**

An employee must submit a Application for Leave request to Human Resources for a military leave of absence without pay for an extended period. A copy of the military order(s) must be attached. The Tribal Chair will have final approval. The Kaw Nation will follow all laws under the USERRA for Military leave.

## **PROCEDURE**

### **A. Training or Emergency Duty**

Employees who are members of a state National Guard/ reserves or a member of the U.S. armed forces are eligible to use annual leave or go on an unpaid administrative leave of absence for a period of two weeks each calendar year.

Employees must submit an Application for Leave request form two weeks in advance with a copy of the military order (s) from the appropriate military authority.

## B. Extended Military Service

Employees serving in the United States military or serving in a state National Guard/reserves can return to employment at their pre-leave status and pay, pursuant to the following conditions:

- The leave may not exceed one year from date of entry (unless the employee is involuntarily retained)
- The employee must complete the period of active duty and provide evidence to that effect.
- The employee will be returned to his/her former position. If the position had to be permanently filled, Kaw Nation will return the employee to a comparable position. If no such position is available, Kaw Nation will offer the employee the first comparable position that becomes available.

Application for return to work must be made within 30 days upon release from active military service.