

River Valley Child Development Services

Military Service Procedure

Effective: September 1, 2013

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) guarantees the rights of military service personnel to take a leave of absence from their civilian jobs for active military service. When the employee returns to his/her place of employment he/she returns to the same or similar job with accrued seniority and other employment protections.

When an employee who is in the active military service needs leave for active duty, training, or examinations related to military service, he/she will make every attempt possible to inform his/her immediate supervisor and fill out a [Military Service Leave Request Form](#). The form will be submitted to the Human Resource Coordinator and then forwarded to the Executive Director for approval/acknowledgement.

In the event that it is impossible for the employee to inform his/her Program Director in advance, he/she must notify the Program Director as soon as he/she is able.

When returning to work, the employee must complete [Intention to Return to Work Notice](#) within the required time frame. Employees who serve for 30 days or less must return to work at the start of the next regularly scheduled shift. Employees who serve for 31-180 days must inform RVCDS of their intention to return to work within 14 days. Employees who serve for more than 180 days must inform RVCDS of their intention to return to work within 90 days. For specific guidelines regarding placement of returning employee, the Human Resource Coordinator will review USERRA and confer with the Executive Director.

Benefits

Benefits such as health insurance are provided as outlined in USERRA. To ensure employees are being offered what is appropriate and current, the Human Resource Coordinator will review the guidelines provided by USERRA upon an employee's request for Military Service Leave.