This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**February 5, 2021

**Originator:** Cary Curtis and Kim Seney

**Purpose**: Propose Updated Policy #3445 Military Leave

**Supporting Documents Included: Yes / No** Yes – Proposed Policy

**Desired Action by the Board:**

First reading by the board of new Policy #3445 Military Leave. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended to affirm that the District supports and complies with Military Leave laws. The Policy was drafted verbatim from the current CSDA Policy template.
2. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is adopted to ensure our commitment to lawfully complying to offer Military Leave is on record in the form of Policy.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

No forecastable impact.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** None
2. **Recommendation (s):** Adopt GM CSD Policy #3445 Military Leave as presented below.

Gold Mountain Community Services District

POLICY HANDBOOK

**POLICY TITLE: Military Leave**

**POLICY NUMBER: 3445**

3445.1 Military leave is a form of a personal leave of absence subject to federal and state applicable laws and regulations. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable State and Federal laws. A copy of the applicable, official military orders for training or active duty must accompany an employee’s request for a leave of absence.

3445.2 An employee who is assigned to an U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks per calendar year unless additional time is approved by the General Manager.

3445.3 The following conditions also apply: The employee may remain in paid status while using appropriate accrued leave balances (vacation) to supplement his/her military pay to maintain the equivalent of full salary.