

MILITARY LEAVE 604*Effective Date: 02/01/2016*

A military leave of absence will be granted to Cass County employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Cass County also complies with North Dakota Century code 37-01-25 and 37-01-25.1. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees taking military leave shall be granted time off with pay. A maximum of twenty (20) working days per calendar year will be granted for those employees who have been employed continuously for a period of ninety (90) calendar days or more. Military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, up to a maximum of 8 hours per day.

ACTIVE DUTY ASSIGNMENTS: Up to twenty (20) days paid leave. This includes training periods which are defined as active duty periods only. For leaves exceeding 30 days, or at Cass County's discretion, written confirmation of assignment to active duty will be required prior to activation, if possible, or post activation within to (2) weeks of return to work.

NON-ACTIVE DUTY TRAINING: This includes training periods which are defined as non-active duty periods only. Employees may request to use annual leave to pay for this time; may request leave without pay; or may request a schedule change if applicable with the employee's job position.

During military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee has continued to work. For military leave of more than thirty (3) days, the employee may elect to continue his/her health coverage for up to 24 months of uniformed service and shall be required to pay all of the premium for continuation of coverage. (NOTE: employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium elected for coverage. The premium is to be calculated in the same manner as that required by COBRA).

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.