

SECTION IV Management & Personnel Policies

Leave Policies

F. MILITARY LEAVE: Any employee of the Library may take military duty or training leave in accordance with the Uniformed Services Employment and Pre-Employment Rights Act of 1994 (USERRA) and applicable state law. Military leaves of absence are without pay; however, an employee may use accrued vacation time during such leave. Reinstatement rights will be in accordance with USERRA.

1. All requests for military leave as prescribed by RSA 110-B:16 must be accompanied by official orders stating dates of commitment. The following policy should be in effect for as long as the member is in good standing of the US Military Service. Should an employee be convicted of crimes while in active service the policy will not apply. No sick or vacation leave will accrue while on active duty.
2. The policy should be only for Full-Time employees, enrolled in NHRS and current Town sponsored health insurance program.
3. **Retirement Policy:** In the event an employee is paid more by the Town of Henniker than he will earn while in active military service, the Town will continue to pay said employee at the current salary level for up to a period of one year, providing the employee surrender the wage portion of his military pay to the Town of Henniker. (Subject to annual December review by BOS). Said method would allow the employee required contributions to continue to be paid by the employee and then the Town will provide its normal contribution which is dictated by the State of NH NHRS.

In the event an employee is paid less by the Town of Henniker, than he will earn while on active military service, the Town will report up to his normal wages that would have been paid to NHRS, providing the employee provides evidence of all wages paid by the Federal Government. In order for the Town of Henniker to pay its portion of the retirement benefit, said employee would need to pay the Town of Henniker the employee's required withholding portion of their contribution. If an employee does not remit his portion, wages will not be reported to the NHRS and the Town portion will not be remitted.

4. **Benefit Insurances:** While in active service, the Federal Government has regulations regarding the health insurance coverage of its members of military that have been activated. This policy shall adjust to accommodate the provisions of any military mandate. The employee will be transferred to the government health insurance program and continuation of the Town coverage will act as a supplement to the government insurance bringing the terms and condition to be equal to the currently held town insurance. The balance of any family members on the policy will be covered according to the policy the town holds with the current health insurance carrier.

Short term disability, long term disability and life insurance are not benefits that the town can offer the employee as provisions within these insurance prohibit active military personnel from participating.

(Approved by Board of Trustees, 6/16/2015)