

Warren-Newport Public Library District **Staff Manual**

606 Military Family Leave

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The Warren-Newport Public Library District provides two types of unpaid military family leaves of absence to eligible employees.

Under Military Caregiver Leave (also known as Covered Servicemember Leave), eligible employees who are family members of covered servicemembers or veterans who were members of the Armed Forces at any time during the five years preceding the date of treatment may take up to a maximum of 26 weeks of military family leave within any 12 month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty while on active duty. Military Family Leave is available to the servicemember's next of kin and to family members who may take Family Leave for other qualifying reasons under Policy 602.

Under Qualifying Exigency Leave, eligible employees with a covered military member serving in the National Guard, Reserves, or the Armed Forces may take up to a maximum of 12 weeks within any 12 month period to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

A qualifying exigency is defined by the following broad categories for which eligible employees may use Military Family Leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities that may be agreed upon relating to active duty status not encompassed in the other categories.

Military Family Leave is provided with the same employment classification eligibility requirements, administrative guidelines, and reinstatement protections defined in Policy 602 Family Leave and as outlined under the U.S. Department of Labor final rule amending the federal Family and Medical Leave Act (FMLA).