



TOWN OF WELLESLEY MILITARY LEAVE POLICY

HR Board Approved:

Town Meeting Approved: October 26, 2020

The Town of Wellesley recognizes the patriotic service rendered by many employees who belong to the military reserve units and active military duty. Employees who leave employment to enter military service, or if as a reservist are placed on active duty, may be granted a military leave of absence. This leave entitles the employee to be away from the Town for active service and to return without a break in seniority or other benefits in accordance with Massachusetts law and with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees who learn that they are required to attend reserve military training must notify their Department Head in writing, in advance of their training, of the expected duration of the training and their anticipated date of return. Employees may be entitled to a leave of absence, ordinarily, not to exceed seventeen (17) calendar days per year. It is the employee's responsibility to submit a Personnel Action Form and a copy of the military orders to the Human Resources Department.

In addition, employees hired prior to April 1 of any year who are absent for an ordered tour of military duty with any organized Reserve or National Guard unit will be paid their regular rate of weekly compensation and their certified military pay for each week of absence, as provided in the M.G. Laws Ch. 33, Section 59.

Employees called to active duty must notify their supervisor in writing before they leave for active duty of their expected dates of leave from and return to the Town of Wellesley. In accordance with state and/or federal law, an employee may be eligible for reemployment to the position that the employee held prior to entering the armed forces or being called to active duty or to a position of similar seniority, status and pay, provided that certain conditions are met. For more information about the terms and conditions of such leaves, please contact the Director of Human Resources.