



BOARD POLICIES

DIVISION II. College Personnel	POLICY NUMBER 2.04.07 (1)
CATEGORY 2.04.07 Military Leave	DATE Adopted 6/01 Revised 3/14, 01/18

2.04.07 MILITARY LEAVE

The college will comply with all provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

When a military leave of absence is requested for Annual Duty for Training or for a local or national emergency, the College will grant military leave with pay for up to fifteen (15) calendar days per fiscal (or academic) year. This leave will be granted with pay without any charge to accruals. Copies of the orders must be filed in the Human Resources Department at least three weeks prior to the beginning of the leave. In the case of an emergency activation or deployment, the orders will be delivered to Human Resources as soon as practically possible. Extended service beyond fifteen (15) calendar days will be granted without pay.

See the Family Medical Leave Act Policy for military leave related to the care of a covered family member with a serious injury or illness related to active duty or for a leave related to foreign deployment of an employee’s spouse, son, daughter, or parent.