

13.3.5 MILITARY LEAVE (All Employees) March, 1990; Rev/May, 2000 (Effective July 1, 2000)

13.3.5.1. Training Leave. Employees who are members of military reserve units of the U.S. Armed Forces or the National Guard, who are required to attend annual training sessions, will be granted up to fifteen (15) work days of leave with pay each fiscal year while on such training duty. Such leave will be in addition to any annual leave entitlement. Employees shall notify their supervisors in advance of such leaves in order to permit proper scheduling of the work load. Employees requesting such leave are required to provide a copy of their orders to the Human Resources Office before the leave will be granted.

13.3.5.2. Active Duty. Employees who are called to active duty will be treated according to State Code. Medical benefits will continue until the College is notified that military insurance has been activated. Employees requesting such leave are required to provide a copy of their orders to the Human Resource Office before taking leave.

13.3.5.3. These policies will not apply if the leave is taken during a regular non-contracted period.

13.3.5.4. Supervisors shall keep an accurate accounting of military leave taken by subordinate employees and shall forward a copy of this report to the Human Resource Office.