

**Policy Title**

Military Leave

**Control Number**

HR036

**Policy Date**

06/05/06

**Revision Date**

11/02/2020

**Purpose**

To provide paid leave for inactive duty training for employees serving in the National Guard or the Armed Forces Reserve

**Scope**

All regular, full time employees and budgeted thirty-two (32) hour employees

**Policy Statements**

An employee who is a member of the National Guard or the Armed Forces Reserve will be allowed up to fifteen (15) scheduled work days in a calendar year for military training leave.

Proper documentation of orders is required.

If such military duty is required beyond this period of fifteen (15) scheduled work days, the employee shall be eligible to take accumulated paid leave, excluding sick leave, or be placed on Leave Without Pay status.

**Active Duty**

If an employee is called to active duty, we will comply with USERRA, the Uniformed Services Employment and Reemployment Rights Act.

**Reference**

Replaces: Personnel Policy dated, June 5, 2006  
Article VI, Leaves of Absence, Section 10, Military Leave