

MILITARY LEAVE

(Faculty and Professional Personnel Handbook, p. 163)

FROM:

1. ~~Faculty and professional personnel ordered to tours of military training duty are entitled to a leave of absence with pay not to exceed fifteen calendar days in any one calendar year. A copy of the military order must be submitted to the Office of the Provost and Vice President for Academic Affairs before approval for leave with pay is granted.~~
2. ~~Faculty and professional personnel are eligible for a military leave of absence without pay for a period of four years after date of induction, enlistment, or call to active duty.~~

TO:

1. A leave of absence will be granted to an employee who is called to tours of training duty. Eligible employees are entitled to a leave of absence with pay not to exceed fifteen (15) calendar days in any one calendar year. The maximum number of paid military leave days in any one calendar year is ten (10). Evidence, such as military orders, must be submitted to University Human Resource Services before approval for pay will be given.
2. Active duty military leave of more than fifteen (15) calendar days will be without pay. Military leave without pay of up to and including five (5) years may be granted after the date of induction, enlistment, or call to active duty.
3. Benefit plans may be continued during military leave.

[From University Human Resource Services and will be included in Staff handbooks.]