

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

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| Policy #: | | Effective: | July 2012 | Category: | All University Employee Policies |
| Name: | MILITARY LEAVE POLICY | | | | |

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The University recognizes the important role of the National Guard and Reserves and supports employee participation. The following provisions apply for military leave of absence when an employee is required by a branch of the armed forces to attend an annual training session or serve under emergency mobilization orders.

Employees will be granted leave with pay, not to exceed a total of fifteen calendar days in any federal fiscal year (October through September), in accordance with applicable laws. In the event of an emergency mobilization order, an employee is eligible to be retained on leave of absence status without pay for the duration of the mobilization orders. If an employee has accumulated vacation leave, it may be used before going on a leave of absence without pay.

Employees must furnish Human Resources a copy of their official military orders to receive paid military leave or approved unpaid leave of absence status.

If reservists or members of the National Guard are called to active duty, they will have rehire and other benefits as prescribed by federal law in U.S. Code Title 38, Veteran Reemployment Rights.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS