

THE MILITARY DEPARTMENT MILITARY LEAVE POLICY

This document serves as the official policy for paid Military Leave Time. Any employee who is a member of the armed forces of the state or any reserve component of the armed forces for the United States shall be entitled to military leave with pay, provided the leave is required field training or is a result of an unscheduled emergency call-up (natural disaster or civil disorder).

Required Field Training:

Employees are entitled to military leave with pay for up to three (3) calendar weeks for required field training. "Required field training" has been interpreted to include periods of Annual Training and other Active Duty Training which are required for retention in the armed forces of the state or military reserves. Annual Training – the employee must supply proper written advance notice; a copy of the official military orders should be provided to personnel as soon as possible.

Unscheduled Emergency Call-Up:

Employees for unscheduled emergency call-up are also eligible for military leave with pay for up to thirty (30) calendar days in a year. An example of such emergency call-up would be an individual called to active duty for a natural disaster or civil disorder. Due to the unscheduled nature of unscheduled call-ups, it may not be possible to provide official written orders in advance of the leave, in such cases the employee should identify the appropriate military official who can verify the call-up and provide the official written orders as soon as possible.