

**3354:2-20-58 Military Leave**

<u>CONTINUING</u> <u>Admin. &amp; S/P</u>	<u>TEMPORARY</u> <u>Admin. &amp; S/P</u>	<u>TENURE-TRACK</u> <u>Faculty</u>	<u>NON-TENURE TRACK</u> <u>Faculty</u>
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial year</u>		<u>Part-time</u>
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
<input checked="" type="checkbox"/> <u>Full-time</u>	<input checked="" type="checkbox"/> <u>Full-time</u>		
<input checked="" type="checkbox"/> <u>Partial-year</u>	<input checked="" type="checkbox"/> <u>Partial-year</u>		
<input checked="" type="checkbox"/> <u>Part-time</u>	<input checked="" type="checkbox"/> <u>Part-time</u>		

**(A) General Conditions Governing Military Leaves**

- (1) College administrative approval is required prior to the commencement of any leave from work. The college retains the right to require evidence of the initial and on-going need for such a leave; rescind approval of a leave prior to its conclusion; and establish limits and conditions as necessary for employees returning from leaves.
- (2) Request for the leave must be presented in advance, in writing, to the attention of the supervisor of record specifying the purpose and expected duration of the leave.
- (3) College-paid employee benefits will be continued for the duration of paid leaves.
- (4) Failure to return to work at the end of the approved leave will be construed to be a resignation.
- (5) At the conclusion of the leave, the employee will return to the former position, or to another position (possibly in a different department or shift) in the same classification, unless the former position has been eliminated due to lack of work or funds.

**(B) Duration and Frequency of Military Leaves**

- (1) Full-time continuing and temporary, partial-year continuing and temporary, and part-time continuing and temporary (in positions of greater than six months and 520 hours of continuous employment) administrative, supervisory/professional and staff employees are eligible for 31 calendar days of paid leave of absence annually to participate in an armed forces program. The employee must document that his/her participation is necessary to maintain rank or standing within such organization.
  - (a) The number of hours paid per day of leave for part-time employees is based on the full-time equivalency (times eight hours per day).

Replaces: 3354:2-20-58

Effective: 07/07/1994

CERTIFIED ELECTRONICALLY

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Certification

03/13/2015

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Date

Promulgated Under: 111.15  
Statutory Authority: 3354  
Rule Amplifies: 3354  
Prior Effective Dates: 7/7/1994