UPON advance approval of the administration, an employee may be
absent from duty for a limited length of time, without reduction in
salary, for military training and duty.

Military Leave - Fulltime employees (over 50% work load for at
least 9 months) of McLennan Community college who are members of
the State military forces or other reserve components of the United
States Armed Forces shall be granted a compensated leave of absence
from their duties for periods during which they are engaged in
military training or duty ordered or authorized by proper military
authority. Official military orders are required to document
requests for such leaves of absence, which are submitted through
administrative channels to the President. Insofar as possible, the
employee should schedule military leave so that it does not
conflict with his/her duties at the College, especially teaching
duties. Teaching faculty members employed on contracts of less than
12 months shall make all reasonable efforts to ensure that their
military service period does not occur during the contract period.

Military leave shall not exceed fifteen working days or 120 hours
during each federal fiscal year, October 1 - September 30, and
shall not carry over from one year to any subsequent year(s). For
such leave in excess of 15 days or 120 hours, the employee may use
vacation time or may request non-compensated leave.

Additional benefits to employees on leave of absence for military
training and duty may be granted at the discretion of the College
President.

It is the intent of McLennan Community College to follow the
guidelines in the Uniformed Services Employment and Re-employment
Rights Act of 1994 (USERRA) as well as State Government Codes
431.005, 613.001(2), 613.001(3), 613.002, 613.003, 613.004, 613.005
as these relate to employees on leave of absence for military
training and duty.