

## POLICIES AND PROCEDURES

Leave of Absence  
Subject: for Military Training and Duty Reference: F-I-d, 2  
Source: Board of Trustees Eff. Date: July 31, 2006  
Approval Auth.: Board of Trustees Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated November 26, 2001

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Date: July 31, 2006

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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