



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Leave of Absence for Military Training and Duty	DECB – I	1	08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Leaves and Absences: Military Leave	DECB	08/26/2025

### PROCEDURE

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.