

The College supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take an unpaid military leave to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty. To the extent such leave is accrued, employees on military leave may substitute accrued paid leave for unpaid military leave.

Employees must provide the College with at least thirty days advance written notice prior to the start of military service except in cases of a national emergency. Such notice must include a copy of the employee's military orders. Upon return to work at the College, employees must submit a signed statement by an appropriate military official indicating the time spent in military training or service.

When an employee's military leave ends, if the cumulative military service while with the employer has been five years or less, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must advise Human Resources and their supervisor as soon as possible that the employees will need to take military leave. An employee whose military service has ended must return to work or inform the College that he or she wants to be reinstated in accordance with these guidelines:

- a. For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- b. For a leave of 31-180 days, the employee must request reinstatement within 14 days after military service ends.
- c. For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

The College will continue an employee's group health insurance benefits during the military leave, under these circumstances:

- a. If an employee is absent for 30 or fewer days, the employee will be treated as any employee not on leave. The College will continue to pay its portion of the insurance premium, and the employee must continue to pay the employee's usual portion.
- b. If the military leave lasts longer than 30 days, an employee has the right to continue his or her group health insurance for 18 months, provided the employee pays the total cost of the premium plus a 2% service charge.

Adopted: February 20, 2007

Amended: January 16, 2007

Legal Ref: