

# **NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-7410.6**

**FOR POLICY NUMBER: BP – 7410**

## **MILITARY LEAVE**

### **1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for the employment and re-employment of full- and part-time employees who serve in any branch of the military, which also includes the reserve components of these services.

### **2. DEFINITIONS**

2.1 Military Leave – time off with full pay for certain types of active or inactive duty in the National Guard or as a Reservist of the Armed Forces.

### **3. PROCEDURE**

3.1 Leave will be granted for military duty in the Armed Forces of the United States in accordance with the provisions of State and Federal laws. This procedure may not address all issues concerning an employee's rights during military leave. Insofar as issues arise that are not addressed in this procedure, the College will abide by USERRA and Veterans' Re-Employment Rights Law.

3.2 If military leave of absence is elected under either an Inactive or Active Duty assignment, employees may elect to use paid annual leave in lieu of military leave or a combination of paid annual leave and military leave. Service members cannot be forced to use annual leave for military service. Should you have any questions or require further information, please see the Associate Vice President of Human Resources for further information regarding military leave.

### **4. APPLICABILITY**

N/A

**ISSUE DATE:** 12/18/2018

**EFFECTIVE DATE:** 12/18/2018

**REVISION DATE(S):** 11/25/2014; 12/18/2018

**PRIOR POLICY/PROCEDURE NUMBER:** AP-7450.0

**SCHEDULE FOR REVIEW:** 2023

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/ REFERENCE:** AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.3; AP-7410.4; AP-7410.5; AP-7410.7; AP-7410.8; AP-7410.9

**PROCEDURE KEY WORDS:** military leave