

## H. Councill Trenholm State Community College

POLICY NAME:	<b>Military Leave Policy</b>
EFFECTIVE:	March 17, 2014
REVISED:	March 17, 2014
APPROVED BY POLICY COMMITTEE	Yes
APPROVED BY PRESIDENT'S CABINET	4-9-2014

All full-time employees are eligible for paid military leave of up to 168 hours per calendar year in the event of being called to active duty. During the period of paid military leave, the respective employee shall continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

Once the employee has exhausted all available leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.

All full-time employees eligible for paid military leave shall also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state. On receipt of orders, the employee will complete a Leave Request utilizing the on-line system, attach a printed copy of the leave request along with the orders and submit to the Office of Human Resources. The Office of Human Resources will provide the Payroll Accountant with a copy of the orders/leave request for payroll processing. The Director of Human Resources will coordinate the necessary adjustments with the Payroll Accountant if the orders affect an existing payroll contract period.

All returning employees following Annual Training or other types of extended military leave of absence must adhere to the time limits depending on the duration of the orders as follows:

1. Service of 1 to 30 days: The beginning of the next regularly scheduled work period on the first full day following completion of service and exploration of an 8 –hour rest period following safe transportation home.
2. Service of 31 to 180 days: Application for reinstatement must be submitted not later than 14 days after completion of military duty.
3. Services of 181 or more days: Application for reinstatement must be submitted not later than 90 days after completion of military duty.

Employee's failure to return to work after 90 days of completion of military duty is subject to termination of employment. All employees returning from active duty must complete the check in process with the Office of Human Resources.