



COLLEGE POLICY

PERSONNEL

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E-3i(10) PROCEDURE Benefits for Eligible Employees: Military Leave, Leave of Absence Without Pay

Military Leave

All employees of the Southeast Community College who shall be members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve will be entitled to leave of absence from their respective duties without loss of pay on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the state or the United States not to exceed fifteen (15) work days in any one calendar year. Such leave of absence shall be in addition to the regular annual leave of the employees. If the Governor of the state declares a state of emergency and any of the employees are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active duty by competent authority.

During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this ruling shall receive such portion of his/her salary or compensation as will equal the loss he/she may suffer while in active service of the state. A copy of the employee's military orders may be requested.

Leave of Absence Without Pay (Long Term)

Upon the recommendation of the President and approval by the Southeast Community College Board of Governors, a full-time leave of absence without pay not to exceed twelve (12) months may be granted a member of the staff who:

6. Has at least three consecutive years of experience with the College working three-fourths (3/4) time or more;
7. Makes written application, approved by the Administrative Representative, in time to reach the President at least 90 calendar days prior to the time leave is to begin;
8. Shall notify the President by letter at least 90 calendar days prior to the time of leave termination of the individual's interest in returning to employment with the College. Otherwise, it shall be assumed that no return is expected.

Subject to the above conditions, Southeast Community College, in granting a full-time leave of absence without pay, agrees to:

Adopted Date: 07/01/2001