MILITARY LEAVE

The College may grant employees leave to serve in the armed forces.

See following page for procedure.
MILITARY LEAVE

The College grants employees leave to serve in the armed forces. Military leaves are leaves with or without pay although employees may use accrued vacation time if they wish. The College, however, has restrictions on the length of military leaves and, after a military leave of more than 15 days, imposes certain conditions for reinstatement.

Eligible Employees and Length of Leaves

Employees who are members of the Army, Navy, Air Force, Marines, Coast Guard Reserve, or the Wyoming National Guard may receive a leave of absence with pay for a maximum of 15 calendar days in one year to attend authorized military programs.

Employees may receive a leave without pay for more than 15 days in one year if they have worked for the College for more than one year. While on active duty or training, these employees would maintain their seniority, status, vacation, sick leave, and other benefits.

Requests for military leave must include a copy of the official orders requiring military service.

Reinstatement After a Long Term Military Leave

The College will reinstate employees to the position held when the employee entered military service or a position of similar seniority, status, and pay unless that position has been abolished, or if they are not physically or mentally disabled from performing the duties of the position.

The employee must, however, fulfill the following conditions:

- Complete military service in four (4) years or less, plus any period of additional service imposed by law.
- Submit an honorable discharge or other official release indicating satisfactory completion of service.
- Apply to the Human Resources office for reinstatement within 30 days after completing service or within 90 days after discharge from medical treatment.

This treatment must result from service and must follow the discharge. The employee may not apply for reinstatement after one year and 90 days from discharge regardless of the reasons.

Adopted November 19, 1981
Reformatted October 7, 1986
Revised April 11, 2007
Reformatted March 2012