

## **Policy Title: Military Leave**

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:** 06/23/1993

**Revised Date:** 02/24/2016

**Reviewed Date:**

**Relates to Procedure(s):** 3.04.05

**Legal Citation(s):** Idaho Code 46.216 and 46.224 Uniformed Services Employment and Reemployment Rights Act (“USERRA”)

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### **I. Military Leave**

Leave for the purpose of military service shall be in accordance with applicable state and federal law.

An employee who is a member of any reserve component of the United States Armed Forces or any reserve component of the National Guard is granted military leave with pay up to a maximum of fifteen (15) working days in one (1) calendar year. Military leave is exclusive of annual and sick leave.

An employee who leaves his or her position either voluntarily or involuntarily for temporary active military duty in excess of fifteen (15) working days will be granted military leave without compensation, although accrued annual leave may be used at the employee’s request. Active duty cannot be for more than 5 years, unless active duty is during a war, declared national emergency or active duty in support of a critical mission. An employee returning from military leave without compensation after being relieved or discharged from military duty must, upon application, be reemployed in his or her former position or comparable position without loss of seniority status or pay rate.

Employees who need to utilize military leave should refer to the Administrative Operations guideline for process and documentation requirements.