

## 7.15 MILITARY LEAVE

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Original Date of Issue: 4/19/72

Revised: 10/21/15

Delaware County Community College (DCCC) is required to provide military leave to employees who are not temporary. Federal and State Laws set the rules for pay, notice, and reinstatement for time off for military service. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, protects job rights and benefits for employees who are members of a uniformed service. All employees who are not temporary will be granted time off with pay for annual military duty provided the duty is obligatory to maintain military status.

The maximum paid time allowed for annual duty is ten (10) workdays per fiscal year (July 1 to June 30). Any period of time spent on military duty in excess of the maximum paid time allowed may be taken as an unpaid leave of absence or the employee may choose to use accrued but unused paid time off.

A request for time off for annual military duty should be made to the employee's immediate supervisor at least two (2) weeks in advance of the duty. The request should include the dates of departure and return, and should be accompanied by a copy of the official orders, if possible. The employee must provide a copy of official orders for leaves exceeding thirty (30) days in duration.

During the ten (10) day military pay period, if military pay is less than College pay, the College pays the difference for the maximum paid time allowed for annual duty (ten (10) work days). Military pay consists of base pay, plus allowance for longevity, subsistence, quarters, and dependents, plus pay for sea, flight, foreign, and hazardous duty. Military pay does not include reimbursement for travel expense.

To receive pay from the College during the ten (10) military pay period, the Employees must furnish a certified statement of the military pay and allowances for the time off.

DCCC will comply with all applicable laws dealing with military leaves of absence not specifically covered above.