

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 37: MILITARY LEAVE

STATEMENT:

An employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, benefit status, or performance rating, for all days engaged in drills or parades ordered by proper authority or for field training or active service for a period of thirty (30) working days in any one calendar year as authorized under provisions of State Law, WV Code 15-1F-1.

PROVISIONS:

I. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, even though the employee may receive other compensation from federal sources during the same period.

II. Any such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution.

III. An employee shall be required to submit a written order from military authority to the Human Resources Department prior to approval for military leave.

IV. Benefits under this policy shall apply to any employee ordered or called to active duty by the President of the United States for thirty (30) working days after they report for active service. Provided, however, that any portion of the 30 working day period not used may be combined with an additional 30 working days for call-up to active duty service for a total not to exceed sixty (60) working days.

Approved by the WLSC Board of Governors on 12/11/06.