

3357:13-16-76 Military Leave Policy

- (A) All full-time employees who are members of the Ohio National Guard or members of other reserve components of the Armed Forces of the United States shall be entitled to a leave of absence from their respective duties in order to enter field training or active duty not to exceed thirty-one (31) days in any one calendar year.
- (B) The employee may elect to use the time as either vacation or leave of absence.
- (C) If the employee elects to use the time as leave of absence, North Central State College will pay the difference of income earned at North Central State College from income earned with the Ohio National Guard or the reserve component of the Armed Forces of the United States.
- (D) If the employee elects to use the time as vacation, North Central State College will pay full salary providing the vacation period is not longer than that specified in the employment specifications of the employee's respective responsibility. Time in excess of the normal vacation period will be treated as a leave of absence.
- (E) Full-time employees who are members of the Ohio National Guard shall be granted emergency leave for mob, riot, flood, civil defense, or other such duties when so ordered by the Governor to assist civil authorities. The employee will be paid the difference of income earned at North Central State College from income earned with the Ohio National Guard.
- (F) The employee shall submit to the immediate supervisor an order or statement from the appropriate military commander as evidence of such duty and income that will be or was earned.

Effective: April 9, 2013

Next Review: September 1, 2025

Review Dates: 4/25/73, 9/1/79, 7/1/00, 4/9/13, 9/10/20

Approved by the Board of Trustees: April 25, 1973 (under resolution R-1979-22)