

National Guard and United States Military Reserve Leave	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	2

1.0 Purpose

This policy establishes guidelines for employees to use National Guard or United States Military Reserve leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	
5-17-11	1.1	Removed the clause about holiday pay because it is addressed in the Holiday Leave policy.	
5-17-11	1.2	Removed the word “Wyoming” from in front of National Guard.	
5-17-11	1.3	Added a clause about taking any days in excess of 15 as annual leave or leave without pay. This is consistent with our current practices.	5.1, 7.1.3

3.0 Persons Affected

3.1 Employees enlisted in the National Guard or United States Military Reserve.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Employees have paid leave available to meet their military training obligations.

4.2 Employees take military leave in accordance with this policy.

4.3 The college complies with Wyoming state statute, the Uniformed Services Employment and Reemployment Rights Act, or any other applicable orders.

5.0 Definitions

5.1 National Guard and Reserve Leave. This leave is time off for employees to meet their encampment or training obligations. This leave is not to exceed 15 workdays per calendar year. The employee must take any days in excess of 15 as annual or converted leave or compensatory time, or any other applicable leave. The employ may take leave without pay after all other applicable leave has been exhausted.

- 5.2 Supervisor. The person to whom the employee reports and who has managerial responsibility to make decisions regarding the employee.
- 5.3 Leave Notification Form. This document is a one-part form used by employees to request leave. The leave form describes the type of leave, dates and hours requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.

6.0 Responsibilities

- 6.1 Employees are responsible for notifying their supervisor of training obligations.
- 6.2 The Human Resources Department is responsible for recording and monitoring leave and for responding to requests for information about available leave.
- 6.3 The director of human resources is responsible of ensuring compliance with this policy.

7.0 Procedures

7.1 Taking Leave

- 7.1.1 The employee notifies his supervisor as soon as possible of dates for encampment or training and provides a copy of the official orders.
- 7.1.2 The supervisor grants the leave.
- 7.1.3 Upon return to work, the employee completes the Leave Notification Form by checking the *Military* box and fills in the dates absent. The employee also must submit a copy of his official orders to the Human Resources Department. Employees who use more than 15 days of leave may use other applicable leave, if available, for the extra days used or take the leave without pay.