University Policy 7240

Military Leave

Effective Date

July 1998

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1200
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to a University employees.

1. Policy Purpose

To provide guidelines for employees wishing to take military leave.

2. Responsibilities and Procedures

2.1 Military Leave with Pay

a. Employees who are members of the National Guard or reservists in the Armed Forces of the United States who are directed by proper military authority to participate in ordered and authorized field training under the National Defense Act shall receive military leave with pay for a maximum of fifteen (15) working days in any one calendar year. Such leave is exclusive of annual and sick leave.

b. An employee taking military leave with pay must attach a copy of his/her orders to the bi-weekly time sheet.
2.2 Military Leave without Pay

An employee whose employment is reasonably expected to continue indefinitely and who leaves his/her position either voluntarily or involuntarily in order to perform active military duty shall be granted military leave without pay (Ref. IPC Rule 125.04). The employee shall either be separated from state service or placed in “inactive” status at the option of the appointing authority.

Revision History