

**NUMBER:** 1431

**TITLE:** Military Leave Policy

**APPROVED:** June 13, 2008

1. Military leave is available to all faculty members. Faculty members are eligible for leave with pay for up to 15 work days in a federal fiscal year (October 1 through September 30) for military duty, including training, if they are members of any reserve component of the Armed Forces or the National Guard. Annual leave for those faculty eligible for annual leave need not be used for military reserve or voluntary, military-related training except in circumstances where more than fifteen (15) training days per appointment or contract period are needed.
2. In addition to the 15 days discussed above, up to eight hours of military leave for pre-induction and other physical examinations required for military service are provided per federal fiscal year.
3. The Governor of Virginia may call the Commonwealth's Militia to respond to natural or man-made disasters in Virginia or in another state. Faculty called to such emergency-response military duty are on military leave with pay. This time is separate from and in addition to the 15 days of paid military leave discussed above.
4. To qualify for military leave, faculty members are required to provide their department heads and Human Resources with copies of orders documenting dates and types of required military training, physical examination, or active duty from appropriate military officials, including discharge documentation.
5. Faculty members covered by this policy will be granted unconditional military leave without pay for the duty indicated in their military orders that is not covered by military leave with pay, normally for up to five years.
6. Contact Human Resources for a full description of military leave benefits and conditions, and guidance on all requests for military leave and/or reinstatement.