

POLICY NAME MILITARY LEAVE

POLICY NUMBER 2.4.4

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

MIC employees who are also military personnel in the Reserve or National Guard are entitled to paid military leave according to the following guidelines:

1. Employees are eligible for up to 168 hours of leave annually.
2. Military leave pays the difference between an employee's regular hourly salary and their military pay, so that their total pay remains the same during periods of military service.
3. Military leave will be prorated for permanent part-time employees based on the number of hours in the employee's regularly scheduled pay period.
4. Military leave is separate, and in addition to, any Paid Time Off (PTO) earned by the employee.
5. Employees may choose to use regular PTO instead of military leave in order to retain both MIC pay and military pay.