HIGHLAND COMMUNITY COLLEGE
CLASSIFIED PERSONNEL POLICY

SUBJECT: Military Leave Training

BOARD OF TRUSTEE APPROVAL: 6/12/91 EFFECTIVE DATE: 7/1/91

Each full-time employee shall be granted a maximum of 12 working days, or fraction thereof for part-time, with pay for active duty training.

Any active duty for training purposes in excess of 12 working days in a calendar year shall be charged to military leave without pay or, at the employee's request, to accrued vacation leave.

Requests for military leave shall be made to the Dean of Finance and Operations with an appropriate military order or duty training document at least:

1. One month before the start of any inactive or active duty for training, except initial active duty for training; or
2. Two weeks before the start of any initial active duty for training.