

# Absences & Leaves

## *Military Leave*

Military leave is granted to employees called to active service as provided by law.

### **Temporary leave**

Employees will be granted temporary leave of absence for active military training, encampment, naval cruises, special exercises, or other activities if the ordered duty does not exceed 180 calendar days and the employee has been employed by SCOE for at least one year prior to the date the leave begins. There is no entitlement to salary and/or benefits for scheduled reserve drill periods. Temporary leave for military service is considered time that the employee is employed by SCOE.

### **Military leave**

If the ordered duty does not qualify as temporary leave, an employee called into military service as a member of the reserves, National Guard, or naval militia or otherwise ordered into active duty as a member of the armed forces may be granted military leave. The employee must be employed by SCOE for at least one year prior to the date the leave begins. Military leave is *not* considered time that the employee is employed by SCOE.

### **State of extreme emergency**

Members of the National Guard employed by SCOE will be granted military leave when they are engaged in military or naval duty during states of extreme emergency as declared by the Governor or pursuant to the Governor's call of the militia into active service, provided the leave does not exceed beyond the duration of the emergency.

### **Salary and benefits during military leave**

If you are granted military leave, you are entitled to receive your salary for the first 30 calendar days of absence from SCOE. As long as you are in paid status or on an approved leave under the Family and Medical Leave Act, SCOE will continue to make its normal contribution toward your health and welfare benefits during your leave. You are responsible for paying your share of the benefit premiums.

When the SCOE contribution toward health and welfare benefits ends, you may continue health, dental, and/or vision coverage at your own expense for up to 24 months. Payment for coverage must be received each month or paid in advance of the leave. Failure to pay your share of benefit premiums will result in termination of coverage.