

## Lakeland Community College

POLICY TITLE:	MILITARY LEAVE
POLICY NO:	3354:2-20-58
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE:	01/22/26
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all continuing and non-continuing full-time, partial year, and part-time Administrators, S/P, and staff employees.

### A. General Conditions Governing Military Leaves

1. College administrative approval is required prior to the commencement of any military leave from work. The college retains the right to require evidence of the initial and on-going need for a military leave, rescind approval of military leave prior to its conclusion, and establish limits and conditions as necessary for employees returning from a military leave.
2. Request for military leave must be presented in advance, in writing, to the attention of the supervisor of record specifying the purpose and expected duration of the leave.
3. College-paid employee benefits will be continued for the duration of an approved, paid military leave.
4. Failure to return to work at the end of the approved military leave will be construed to be a resignation.
5. At the conclusion of the military leave, the employee will return to the former position, or to another position (possibly in a different department or shift) in the same classification, unless the former position has been eliminated due to lack of work or funds.

### B. Duration and Frequency of Military Leaves

1. Full-time continuing and non-continuing, partial year continuing and non-continuing, and part-time continuing and non-continuing administrative, supervisory/professional and staff employees are eligible for thirty-one (31) calendar days of paid leave of absence annually to participate in an armed forces program. The employee must document that his/her participation is necessary to maintain rank or standing within such organization.
  - a. The number of hours paid per day of leave for part-time employees is based on the employee's full-time equivalency (times eight hours per day).