



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title:

Military Leave

Policy:

State employees are covered under New York State Military Law and Federal Military Law. Employees entering active military service are entitled to a leave of absence without pay.

Under Section 242 of the New York State Military Law, Reservists and National Guard members are entitled to military leave with pay for up to 30 calendar days or 22 workdays (whichever provides the greater benefit) of military leave for ordered military duty in a calendar year or a continuous period of absence that spans more than one calendar year. Employees are expected to notify their supervisor as soon as possible regarding their need for military leave. A copy of the employee's military orders is required.

Procedure:

Military orders must be presented upon receipt to the employee's supervisor who will forward them to the Payroll Office.

- 1). A maximum of 22 work days or 30 calendar days (whichever is more) with pay may be granted annually.
- 2). Annual leave credits may be used for military leave beyond the paid days, subject to prior approval of the Office of Human Resources.

Reference(s): http://www.cs.state.ny.us/attendance_leave/spec_notes.cfm
<http://www.osba.org/lrelatns/userra.htm>