

**TEMPORARY MILITARY LEAVE OF ABSENCE**

Military and Veterans Code Section 395 provides that any public employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia shall be entitled to a temporary military leave of absence as provided by federal law while engaged in military duty ordered for the purposes of active military training for a period not to exceed 180 calendar days. The employee shall present military duty orders specifying the period of required service with a request for leave. Upon completion of the military leave, the employee must verify that military service was provided according to the dates appearing on the orders.

The Chief Human Resources Officer or college Presidents are authorized to approve requests for temporary military leave of absence.

If the employee has been in the service of the District for not less than one year immediately prior to the day on which the absence begins, he/she shall receive full salary for such purposes, not to exceed 30 days in any one fiscal year.

Military and Veterans Code 395, 395.01  
Education Code 87832  
Public Employees, Local 1, Article 9