

Table of Contents

Voluntary or involuntary service in the Armed Forces.....	1
Service with Reserve Component of the Armed Forces.....	1
Requesting Military Leave.....	1

Voluntary or involuntary service in the Armed Forces

You will be granted military leave without pay if you enlist or are drafted into the armed forces of the United States, including the reserves or national guard if on required military duty. You should request a return to employment within 90 days after receiving an honorable discharge from the military service.

Service with Reserve Component of the Armed Forces

If you are a member of a reserve component of the military service of the United States, you shall be granted a maximum of 30 working days of military leave with pay for required duty, including active duty, inactive duty or full-time national guard duty, or any other appropriate duty status as determined by the director, within each 12-month period beginning October 1 and ending September 30 of the following year. If you need more than 30 working days, you may request to use vacation leave, compensatory time credits or leave without pay.

You can only apply 30 working days to a single term of active duty one time. Even if a single term of active duty exceeds the defined 12-month period, you cannot apply a new set of 30 working days of military leave with pay to a term of active duty on which you have already used 30 working days of military leave with pay.

For the purpose of performing inactive duty or for induction, entrance, or examination for entrance into a reserve component, you shall be granted military leave without pay or you may request to use vacation leave or compensatory time credits.

Requesting Military Leave

Requests for military leave shall be made through your supervisor to the appointing authority with as much notice as possible under the circumstances of the order. An appropriate military order or duty document shall be received by the appointing authority before military leave is authorized.

Please refer to the appropriate [GUS Cloud Job Aid](#) "Entering Time Worked and Leave Taken" to report this type of leave.

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