

# Military Leave

**Section:** V: Human Resources

**Chapter:** 22

**Date Updated:** July 28, 2015

## **22.1 Training for National Guard or Reserves**

A paid leave of absence not to exceed 15 working days in any one year will be granted to any employee who, as members of the National Guard or Official Militia of Texas or members of any of the Reserve Unit of the United States Armed Forces, shall be engaged in authorized training or duty, ordered or authorized by proper authority. During such periods, the employee is absent without loss of salary, accrued vacation, accrued sick leave, seniority, or benefits, and when relieved from military duty, the employee is restored to the position and status he or she previously held.

## **22.2 Emergency/Active Duty in National Guard**

A paid leave of absence shall be provided to any employee who is called to active duty with the National Guard by the Governor of Texas for the period ordered or authorized by proper authority. An employee called to active National Guard duty by the Governor shall provide a copy of his or her official orders to the Office of Human Resources in order to arrange for the leave of absence. During such periods, the employee is absent without loss of salary, accrued vacation, accrued sick leave, seniority, or benefits, and when relieved from military duty, the employee is restored to the position and status he or she previously held.

## **22.3 Extended or Discretionary Service**

Unpaid leaves of absence for discretionary military service or extended duty may be provided pursuant to Chapter 18 of this Section of the Handbook.