

**LEAVES OF ABSENCE**

**1.9.9**

**I. MILITARY LEAVE**

Military leave with pay shall be granted in accordance with the provisions of the Military and Veteran's Code of the State and applicable Federal law. An employee entitled to military leave shall give his/her Department head an opportunity within the limits of military regulations to determine when such leave shall be taken. Prior to taking such leave, an employee shall present a copy of his/her military orders to the Department Head. The Department Head shall advise the HR/Risk Management Director of such military orders promptly. The employee's work schedule may be temporarily changed by the Department head to accommodate the leave and department workloads. Benefits shall continue to accrue to the extent required by law.