

## **MILITARY TRAINING OR EMERGENCY DUTY LEAVE**

### I. **PURPOSE**

To establish policies and procedures regarding military leave.

### II. **POLICY**

Employees required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without pay for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. The provisions of this Section do not apply to an employee's initial period of active duty for training.