

Procedure IV.4000.J.a, Military Leave

Associated Policy

Policy IV.4000.J, Military Leave

Procedure

Short-Term Military Leave

Full-time employees of San Jacinto College who are members of the state military forces, National Guard, or of the reserve components of the United States Armed Forces will be granted a leave of absence from their duties when they are engaged in authorized training or duty ordered by the proper authority, not to exceed 15 workdays in any one federal fiscal year (October 1st through September 30th). Military leave does not need to be used on consecutive days.

An employee who is a member of the state military forces, National Guard, or the reserve component of the United States Armed Forces will receive full compensation for up to 15 scheduled workdays for regular or duty-ordered training per federal fiscal year. An employee may carry forward from one federal fiscal year to the next the net balance of paid accumulated leave. The balance of leave may not exceed 45 workdays.

A copy of the duty papers that specify all required dates of leave must be submitted to Human Resources, Benefits prior to payment.

An employee who is a member of the Texas military forces, a reserve component of the United States Armed Forces, or a member of a state or federally authorized urban search and rescue team will be granted up to seven (7) additional days of paid leave per federal fiscal year if called to active duty by the governor or authorized appropriate authority in response to a disaster.

Employees granted military leave would not be required to use their own sick, personal, or vacation leave.

Long-Term Military Leave

Full-time employees called to active duty due to a local, state, or national emergency for a period longer than the balance of their regular or duty-ordered training may receive the difference between military pay and the employee's salary for up to a period of 60 workdays if the employee's gross military compensation is less than the employee's gross compensation with the College. Advanced notice of active military service is required, except when prevented by military necessity. A copy of the duty papers specifying all required dates of leave, and a document showing compensation amount, must be received by Human Resources, Benefits prior to payment.

Any employee, other than a temporary employee, who leaves their position for the purpose of entering into active duty with the regular or reserve Armed Forces of the United States, or with the National Guard, Texas State Guard or reserve, if discharged, separated, or released from such active duty under honorable conditions within five years from the date of enlistment or call to active service, will be restored to employment in the same position held at the time of induction, enlistment, or order into active service or to a position of like seniority, status, and pay if the employee is physically and mentally qualified to perform the duties of such position.

For insurance-related questions about military leave, employees may see the ERS website at: <https://www.ers.texas.gov/Active-Employees/Retirement/Service-Credit-for-State-of-Texas-Retirement/Military-Service>.

Definitions

Disaster: The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, cybersecurity event, other public calamity requiring emergency action, or energy emergency.

Energy Emergency: A temporary statewide, regional, or local shortage of petroleum, natural gas, or liquid fuel energy supplies that makes emergency measures necessary to reduce demand or allocate supply.

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Associated Policy	Policy IV.4000.J, Military Leave
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources