

# Board of Trustees of the Nebraska State Colleges

## Personnel

POLICY  
NAME: Military Leave

POLICY  
NUMBER: 5608

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### A. PURPOSE

To establish policy and procedures for military leave.

### B. DEFINITIONS

None

### C. POLICY

#### 1. **Military Leave**

At a minimum, employees shall receive military leaves of absence and re-employment rights as provided by state or federal law.

All employees who are members of the following shall be entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or United States.

- National Guard
- Army Reserve
- Naval Reserve
- Marine Corps Reserve
- Air Force Reserve
- Coast Guard Reserve

Members who are full-time (0.75 FTE and above) shall receive one hundred sixty-eight (168) hours of military leave each calendar year.

Such military leave of absence may be taken in addition to the regular annual leave.

In the event the Governor declares that a state of emergency exists and any employee is ordered to active military service, a state of emergency leave of

absence will be granted until such member is released from active service of the state by competent authority.

During such time, the employee shall receive their normal salary or compensation minus the state active duty base pay they receive in active service of the state.

## **FORMS/APPENDICES:**

None

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## **SOURCE:**

<b>Legal Reference:</b>	Neb. Rev. Stat. 55-160	Military leave of absence without loss of pay; limitations
	38 U.S.C.A. 4301	Uniformed Services Employment and Reemployment Rights Act

**Policy Adopted:** January 1977

**Policy Revised:** June 1993, November 2008, June 2018, August 2022, October 2022