


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 435.6	
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		Last Revision Date:	04-14-93
Effective Date:			
Section:	Personnel	Subject:	Military Leave

PURPOSE

Military leave allows employees to fulfill obligatory military training duties.

PROCEDURE

1. Statutory Provision
 - 1.1 Under the provisions of Arizona Revised Statutes § 38-610, employees of the state, or any county, city or town, or any agency or political subdivision thereof, will be granted leaves of absence from their duties without loss of time, pay or merit rating, on all days during which they are on training duty under orders with any branch of the armed forces of the United States, for a period not to exceed thirty (30) working days in any two consecutive calendar years.
 - 1.2 The period of time spent in training under orders will not be deducted from the vacation period with pay to which any employee is otherwise entitled.
2. Notification and Request Procedure

Valid evidence of orders must be presented to the appropriate Vice President of the College along with a "Request for Leave" form in order to assure continuation of salary while on leave.