

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: Administrative/Professional Staff   450.0000.14

*Military Leave*  
**Policy Number: 450.1800.79**

**POLICY**

An administrative/professional employee may take military leave not to exceed fifteen (15) working days per year when summoned for military duty. The employee shall be paid his/her regular pay in addition to any pay he/she received from the state or federal government.

Additional days of military duty, not to exceed 120 working days, may be granted without pay in cases of local, national, or international emergencies.

Extended leave without pay may be granted beyond 120 working days to an administrative/professional employee who is involuntarily summoned for military duty in cases of local, national, and international emergencies in accordance with leave rights prescribed by state and federal laws.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1979

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**