


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
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Date:	Dated:
April 18, 1988	August 1, 1986
Subject:	
Military Leave	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Finance and Administration	5:01:01:04
Approved:	
 President	

All employees who are members of any reserve component of the armed forces of the United States or of the Tennessee National Guard shall be entitled to leave of absence from their duties, without loss of time, pay, regular leave or vacation, impairment of efficiency rating, or any other rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty or training in the service of this State, or of the United States, under competent orders.

Each employee who is on military leave shall be paid his or her salary or compensation for a period, or periods, not exceeding fifteen (15) working days in any one (1) calendar year, plus such additional days as may result from any call to active state duty pursuant to T.C.A. Section 58-1-106. The employee must furnish certification from competent military authority of the dates active duty was actually performed.