

# **Davis Technical College Military Leave Policy**

**Effective Date: 7 December 2023**

## **1. Purpose**

To outline the Davis Technical College (College) policy toward military leave.

## **2. References**

- 2.1. Utah Code Title 39, Chapter 3, Governmental Employees in Military Service
- 2.2. Utah System of Higher Education Policy and Procedure R281, Employee Benefits

## **3. Policy**

3.1. Full-time (40 hours per week) salaried or hourly benefited personnel who are members of any reserve branch of the United States Armed Forces are entitled to leave of absence with full pay for all time not in excess of 15 working days per calendar year spent on duty at annual encampments or other required active-duty training. This leave shall be in addition to annual vacation leave with pay.

3.1.1. Salaried employees who work less than 40 hours per week will receive this benefit on a prorated basis.

## **4. Approval and Notes**

Revised Board Approval: 7 December 2023  
Revised President's Council Approval: 30 October 2023  
Revised Board Approval: 22 January 2015  
Revised President's Council Approval: 6 January 2015  
Revised Board Approval: 28 February 2013  
Board Approval: 30 January 2003