



## **Military Leave**

Ringling College of Art and Design recognizes duty requirements of military service and will comply with laws regarding military participation.

Regular Full-time and Regular Part-time employees who are drafted for military service or who volunteer for service in any branch of the Armed Forces of the United States, shall, upon completion of such service, be reinstated to employment with the College in accordance with the applicable laws regulating such matters. Employees with Temporary and Casual appointments are not eligible for employment with reinstatement rights.

Employees are required to provide written notice requesting military leave as soon as possible following notification of military call-up or reservist duty.

Employees returning from military leave are entitled to the same or similar position provided they satisfy the return to work provisions as follows:

<b>If the period of active duty was</b>	<b>Employee must report to work following duty</b>
30 days or less	Next scheduled work day
31-180 days	Within 14 days
181 days or more	Within 90 days

For leaves for military duty beyond 30 days, the employee must notify his/her immediate supervisor or the Office of Human Resources in writing of his/her intention to return to work. (Special conditions pertaining to the timeframe for requesting return to active employment apply for individuals hospitalized at time of release as a result of a service-related illness/injury. In such instance, contact the Office of Human Resources.) To insure that proper consideration can be given with regard to returning the employee to his/her original position, the employee is requested to indicate his/her intention to return to active employment with the College prior to the expiration of the military leave of absence.

For more information about Military Leaves, please contact the Office of Human Resources.