

MILITARY LEAVE

All regular employees are entitled to leaves of absence from their employment at Langston University in order to engage in voluntary or involuntary military services without loss of status or seniority. Employees leaving for military services, when possible, should notify their immediate supervisor and the Director of Human Resources in writing stating estimated leave time, if known. Employees will also be required to submit official written orders issued by the military branch they serve. No advance notice is required if the giving of such advance notice is impossible or unreasonable due to military necessity.

Employees engaging in military service shall be entitled to leave with pay during such period of service for the first 30 regularly scheduled workdays of such service during each federal fiscal year. A leave of absence without pay shall be granted for the remainder of military service in excess of the first 30 scheduled workdays each federal fiscal year. Employees on military leave, on request, can choose to use any accrued unused vacation pay or personal leave pay, but are not required to do so.