



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Personnel General	2.13
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.13.19.05 Military Leave	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

Full and part-time employees of the College who are members of any reserve component of the United States Armed Services, including the Illinois National Guard or the Illinois State Militia, should advise the College of their military status at the time of hire or on the date they become members of a reserve component, whichever date is earlier.

Consistent with the *Illinois Public Community College Act* (110 ILCS 805/3-26.1) and the *Military Leave of Absence Act* (5ILCS 325/1), employees who are members of any reserve component as defined above and who are mobilized to active military duty as a result of an order of the President of the United States shall be entitled to continued compensation at the rate of pay provided at the time of mobilization, less the amount the employee receives as base pay for military service, for the duration of their active military service. Such employees who are mobilized for active duty should advise the College before departure for active military service of their current rate of base pay for military service to facilitate proper compensation. In addition, such employees who are mobilized for active military duty will continue to receive the health insurance and other benefits received or accruing at the time of mobilization.

In addition, consistent with the *Military Leave of Absence Act*, all full-time employees who are members of any reserve component will also be granted leave from employment for any period of time actively spent for basic training, special or advance training, regardless if such training is voluntary or involuntary and annual training. An employee on such military leave will continue to accrue seniority and other benefits, including health insurance; however, movement towards tenure will be on hold during military leave. When on annual leave, full-time employees shall also receive the difference between their College salary and their military pay. When on leave for basic training and up to 60 days of special or advance training, full-time employees shall receive the difference between their College salary and their military pay, if their pay for military service is less than their College salary.

Employees who are members of any reserve component as defined above, upon the completion of active military service, shall be entitled to continued employment rights and reemployment rights consistent with the federal *Uniformed Services Employment and Reemployment rights Act* (USERRA) (38 U.S.C. SS 4301-4333). Employees returning from active duty should notify the College of the conclusion of their active duty as soon as possible as consistent with the USERRA. Failure to notify the College as required under USERRA may result in a waiver of rights. Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.