

GRAYS HARBOR COLLEGE
Operational Policy

Subject: LEAVE, CIVIL AND MILITARY, ALL EMPLOYEES

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Operational Policy Number: 627

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CIVIL DUTY LEAVE

Exempt Employees: Pursuant to the authority granted in RCW 28B.50.551, the Grays Harbor College Board of Trustees has adopted the following policy regarding civil leave for exempt employees. Leave of absence with pay shall be granted employees who are required to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties.

Classified Employees: The regulation of civil leave for classified employees shall be in accordance with WAC 357-31-320 and the Master Contract.

MILITARY LEAVE

The administration of military leave for all public employees is governed by RCW 38.40.060 which is provided below for convenient reference.

Every officer and employee of the state or of any county, city or other political subdivision thereof who is a member of the Washington national guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to and shall be granted military leave of absence from such employment for a period not exceeding twenty-one working days during each calendar year. Such leave shall be granted in order that the person may take part in active training duty in such manner and at such time as he/she may be ordered to active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the officer or employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the officer or employee shall receive from the state, or the county, city, or other political subdivision, his/her normal pay.

Specific regulations for military leave are contained in WAC 357-330, 360 and 370.