



Military Leave, voluntary or involuntary service in the armed forces, shall be granted Military Leave Without Pay upon the employee's notice to Human Resources of a military order requiring active duty for other than training purposes.

Military Leave, voluntary or involuntary service with reserve component of the armed forces, shall be granted a maximum of 15 working days of military leave with pay for active duty within each 12-month period beginning October 1 and ending September 30 of the following year.

Military Leave, state duty with Kansas National Guard or state guard when organized, shall be granted military leave with pay for the duration of any official call to state emergency duty. Requests for military leave without pay or use of vacation leave for the duration of any other type of state duty performed pursuant to K.S.A. 48-225 may be granted.

The employee shall be required to provide, within a reasonable period, documentation to Human Resources to substantiate the military order for active duty.

*Reference: K.A.R. 1-9-7a; K.A.R. 1-9-7b; K.A.R. 1-9-7c*