

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 220**

#### **Subject: Military Leave**

Upon presentation of official orders requiring training, a regular full-time employee who is a member of an armed forces reserve unit or National Guard will be granted a leave of absence if activated or to engage in annual training. Such a leave shall not be counted as vacation time.

This is an unpaid leave of absence however, if the employee wishes to use accrued paid leave time, they may do so.

**ADOPTED:** March 13, 2001

**REVIEWED:**

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