

## **STAFF PERSONNEL**

### ***Series 400***

**Policy Title:       Military Leave**

**Code Number:     404.7**

A leave of absence shall be granted for any period of active state or federal military service when called to active duty.

In the absence of a negotiated contract, a leave of absence shall be granted for any period of active state or federal military service when called upon for such service. Such military leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty (30) calendar days of such leave, as provided in Chapter 29A, Code of Iowa.

In those cases where the employee's work schedule or contract year permits some discretion, it is expected that every reasonable effort will be made to provide for such military service to occur during non-scheduled or non-contracted periods.