



**Cochise College  
District Board Policy**

**Category: All Employee Groups  
Policy Number: 657  
Title: Military Leave**

Cochise College proudly supports our employees serving in the reserve forces and National Guard, ensuring all rights and protections granted by applicable State and Federal laws.

**Procedure 657.1  
Military Leave**

Employees serving in the reserves or National Guard will be granted up to thirty days of military leave in any two consecutive years to enable them to attend training as reservists or Guard members.

The college will continue the pay of benefited employees who are granted military leave to attend training as reservists or National Guard members, provided pay for such service is submitted to the college. If an individual wishes to keep pay from the reserves or National Guard, he/she may take annual or personal leave for the period of reserve or National Guard duty.

Employees called to active duty in the reserve or National Guard will be granted unpaid leave. At the end of active duty, employees will be required to return promptly to work and will be able to return to their employment or a job equal in status and pay. Time spent on active duty will count as service for retirement purposes, but no contributions to Arizona State Retirement System will be made by the college or the employee on the employee's behalf. No leave will accrue during this period of active duty.

Any employee who will require leave for reservist or National Guard duty shall give notice to his or her supervisor upon receipt of military orders. Providing the supervisor with a copy of military orders is preferred but not required.