1. STATEMENT OF POLICY:

   Military Leave

   The Law School supports individuals who must fulfill military obligations by providing equitable treatment to staff members who have military obligations. The Law School grants leaves of absence for military duty to staff members who are members of the National Guard or the Military Reserves in accordance with federal and state law.

   Military Spousal Leave

   In addition, the Law School recognizes the sacrifice that the spouses of members of the Armed Forces, National Guard or Reserves make during their spouse’s active deployment to a military conflict. The Law School grants unpaid leaves of absence to spouses of members of the Armed Forces, National Guard or Reserves in accordance with state law.

2. POLICIES/PROCEDURES:

   Military Leave

   The Law School’s policy is to comply with the provisions of federal and other laws governing military leaves of absence and reemployment. A staff member called for active duty training or military service should notify his/her immediate supervisor and department head promptly (normally, within three business days of receipt of notice of call to service). A copy of the military orders should be provided to the staff member's immediate supervisor. The immediate supervisor will then forward a copy of the military order to Human Resources.

   California State Military Spousal Leave

   Spouses of qualified members of the Armed Forces, National Guard or Reserve may be entitled to up to 10 days of unpaid leave under California State law during any period their spouse is on leave from active deployment during a qualifying military conflict. Eligibility for military spousal leave is governed by state law.

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1 This policy governs leave taken by spouses pursuant to California Military & Veterans Code, section 395.10 only and does not govern military-related leaves taken pursuant to the Family Medical Leave Act.
A staff member must provide his/her immediate supervisor with notice of his/her intention to take military spousal leave within two business days of receiving official notice that his/her spouse will be on leave from deployment. The staff member should provide his/her immediate supervisor with the proposed start and end dates of the military spousal leave.

For further information regarding eligibility for Military Leave or Military Spousal Leave, staff members should contact Human Resources.