



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 9.8
Date Approved: 07/27/90
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Reviewed w/no Changes:
Office of Responsibility: VP Fin
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SUBJECT: MILITARY LEAVE

- I. **PURPOSE:** To provide an institutional policy for military leave.
- II. **POLICY:**
 - A. The University follows the military leave policy as granted employees of the State of Utah.
 - B. As specified in the Utah State Code 1959 Annotated, persons of military status employed by the State of Utah are to be granted a maximum of fifteen days leave with pay per year.
 - C. A copy of the orders requiring the attendance of a faculty member or non-faculty salaried employee, under regular University appointment, for military leave shall be attached to the leave plan. At the end of the military leave, a certificate of attendance shall be forwarded to the Human Resources Office.
 - D. Military leave shall be authorized by the employee's immediate supervisor. At the end of each month, the employee submits their leave report to their supervisor or to the supervisor's proxy. The supervisor or the supervisor's proxy is responsible for reviewing and approving the employee's leave report.