

exceed seven (7) months during the leave year. An employee who has been granted supplemental family and medical leave shall be reinstated, subject to the provisions of 306.4(F).

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## **PERSONNEL POLICY AND PROCEDURE GUIDELINE**

### **Hastings College of the Law**

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#### 306.6 WORK INCURRED ILLNESS AND INJURY LEAVE

An employee who is off pay status and receiving temporary disability payments under the Workers' Compensation Act may be granted, at the discretion of the department head, a leave without pay for all or part of the period during which such temporary disability payments are received, except that an employee who is also eligible for family and medical leave shall be granted leave pursuant to family and medical leave.

#### 306.7 PERSONAL LEAVE

A career employee may be granted a leave without pay for personal reasons up to six (6) months. Reinstatement shall be to the same or, at the department's discretion, a similar position in the same department provided that the employee returns to work immediately following termination of the leave. If the employee would have been laid off or terminated had the employee remained on pay status during the leave period, the employee shall be afforded the same considerations afforded other employees who are laid off or terminated.

#### 306.8 MILITARY LEAVE

- A. General: An employee shall be granted military leave as specified below, provided that the employee gives advance written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In the granting of such leave, the College may require verification of an employee's military orders.
- B. Types of Military Leave: Military leave consists of:
  - 1. Reserve training leave for inactive duty, such as weekly or monthly meetings or weekend drills;
  - 2. Temporary military leave when ordered to full-time active military duty for training for a period not to exceed one hundred eighty (180) calendar days, including time spent traveling to and from such duty.