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**Human Resources**

**BP 7346 EMPLOYEES CALLED TO MILITARY DUTY**

**References:**

Education Code Sections 87018, 87700, 87832 and 88116;  
Military and Veteran's Code Sections 389 et seq;  
38 U.S. Code Sections 4301 et seq.

**Purpose and Duration**

A military leave of absence shall be granted to confidential, supervisory, and administrative personnel who receive orders to active duty during the year, for a period not to exceed one hundred eighty (180) calendar days including travel time, for purposes of active military training, encampment, naval cruises, special exercises or like activity, excluding military drills, as a member of the reserve corps of force of the armed forces of the United States or the National Guard, or the Naval Militia.

**Compensation**

Confidential, supervisory, and administrative personnel who have been employed continuously for not less than one (1) year, and for half-time or more, shall be entitled to receive his or her District salary excluding extra hours pay for the first thirty (30) calendar days of such military leave.

**Orders**

A copy of the official orders shall be submitted to the Chancellor at the time of such request and in advance of the approval by the Board of Trustees.

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**Date Adopted:** July 21, 2015

*(This new policy replaces CLPCCD Policy 4046.)*