

## MILITARY FAMILY LEAVE

### PURPOSE

To provide a leave of absence for eligible employees who are the spouse, child, parent, grandparent or sibling of a member of the armed forces who is deployed for full-time military service on active duty orders for a period that exceeds 89 days.

### SCOPE

This policy applies to employees in the state civil service.

### POLICY

Eligible employees will be permitted an unpaid leave of absence not to exceed 10 working days in a calendar year (consecutive or non-consecutive) to spend with a spouse, child, grandchild, parent or sibling who is in active duty status with the armed forces of the United States or reserve component thereof or National Guard. Health care benefits must be continued during any leave(s) of absence. Employees may choose to use accrued vacation or personal leave or earned compensatory time during this leave of absence.

### REFERENCES & RESOURCES

IC 22-2-13

Interim Rule 7-6

Interim Rule 8-2

Interim Rule 8-4

Vacation Leave Policy/R&P

Personal Leave Policy/R&P

EFFECTIVE DATE July 1, 2011  
Supersedes policy issued July 1, 2009

APPROVAL   
\_\_\_\_\_  
Daniel L. Hackler, State Personnel Director

DATE June 15, 2011