

## 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 eighty-nine(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 ten(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

31 IAC 5-7-631 IAC 5-8-231 IAC 5-8-4

Vacation Leave Policy/R&P

Personal Leave Policy/R&P

EFFECTIVE DATE August 1, 2012  
Supersedes policy issued July 1, 2011

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

Date Aug. 1, 2012