

## **PERSONNEL**

### **Personnel - Leave Policies**

#### **Military Leave (6.22.9)**

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### **PROCEDURE**

All employees who are members of any reserve component of the armed forces of the United State or of the Tennessee National Guard shall be entitled to leave of absence from their duties, without loss of time, pay, regular leave or vacation, impairment of efficiency rating or any other rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty or training in the service of this State or the United States, under competent orders.

Each employee who is on military leave shall be paid salary or compensation for a period or periods not exceeding fifteen working days in any one calendar year, plus such additional days as may result from any call to active state duty pursuant to T.C.A. section 581106. The employee must furnish certification from competent military authority of the dates active duty was actually performed.

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### **REFERENCE**

TBR Policy No. 5:01:01:04