State University of New York

Memorandum to Presidents

Date: March 25, 1981

From: Office of the Vice Chancellor for Faculty and Staff Relations

Subject: Military Leaves

The Department of Civil Service has amended its Attendance Rules regarding Military Leaves. As a result, it is necessary to make the following revisions in Item 100 of the University's Policy Handbook concerning Military Leaves. (Underlining denotes new material; brackets indicate material to be deleted.):

Campus personnel officers shall grant military leave according to the guidelines below:

1. A maximum of thirty calendar days with pay may be granted annually.

2. A minimum of one day may must be charged for a whole day or any fraction thereof.

3. All days served on military duty are to be charged to military leave -- including Saturdays and Sundays which may occur during the assignment.

4. Annual leave credits may never be used for military leave beyond thirty days, subject to prior approval of the campus president. \(\text{Time beyond the thirty days must be leave without pay.}\)

The privileges granted under the military law must be protected from abuse at all times. It is the responsibility of each agency/college to see that the law is uniformly applied.

The changes noted above will be incorporated in Item 100 at the time of the next revision of the Policy Handbook.

Jerome B. Komisar
Vice Chancellor for Faculty and Staff Relations
This memorandum addressed to:

Presidents, State-operated Campuses
Dean Ott
Provost Kennedy

Copies for information only sent to:

President, Community Colleges
President Neville
President Rhodes