

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

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Policy Title: MILITARY LEAVE - BENEFITED EMPLOYEES CALLED TO ACTIVE DUTY

Policy Statement: Garden City Community College supports employees called to military service. The college will comply with all applicable laws regarding employment and benefit continuation for employees called to active duty. Employees released from active duty must notify the GCCC Human Resources Office within 15 days of being released.

Procedures: Employee must provide Human Resources with official military notification of active duty.

Contacts: [Click here to enter text.](#)

Approved Date: 7/1/2015

Policy History: [Click here to enter text.](#)

Keywords: active, duty, military, leave

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