



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Administrative Procedure

### Chapter 7 – Human Resources

#### AP 7346 – EMPLOYEES CALLED TO MILITARY DUTY

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The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

#### **Leave**

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

#### **Salary**

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive their salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

#### **Reinstatement**

An employee on active duty military leave shall be entitled to return to the position held at the time of their entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of an academic or classified employee, absence on military leave shall not be construed as a break in the continuity of service.

Also see the Collective Bargaining Agreements (CBA)/Handbooks for applicable employee groups. If there is any conflict between this procedure and the applicable CBA, the CBA provisions shall prevail.

**References:** Education Code Sections 87018, 87700, 87832 and 88116;  
Military and Veteran's Code Sections 389 et seq;  
38 U.S. Code Sections 4301 et seq.

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**Approved:** 4/1/19

New Procedure