



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-HUM-12 Minor Revision6

---

**Title:** Military Leave

**Description:** Entitled leave of absence for military duties

**Category:** Human Resources

**Applies to:** staff, faculty

**Contact:** [Human Resources](#)

---

**Purpose:** To properly administer and approve military leave status.

---

**Policy Statement:** All UCO employees who are officers or enlisted in any component of the United States armed forces shall, when ordered by proper authority to active duty or service, be entitled to a leave of absence for such active service. There will be no loss of employment status and no loss of pay for up to 30 working days, per federal fiscal year (Oct. 1 – Sept. 30).

---

## Glossary of Terms:

---

**Legal Citation:** Oklahoma Statute

Title 44 § 209 at link:

<http://www.oscn.net/applications/oscn/deliverdocument.asp?citeID=436696>

## Campus Links:

**FAQs:**

**Formerly known as:** 2005 Employee Handbook, 2.12 Military Leave

---

**Approved on:** 06/27/2007

**Effective date:** 06/27/2007

**Keyword(s):** military, leave

**Last review date:** 07/28/2011

**Date posted:** 06/28/2007

## Modified By:

**Date Modified:** 07/28/2011