

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 311

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MILITARY LEAVE

Reviewed and  
Updated 8/06

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National Guard and Reservists - Training or Short Term Duty

Any staff member required to serve reservist or National Guard duty must give notice of the need for leave as far in advance as practical. If possible, staff members should present a schedule at the beginning of the training season and notify the Unit Manager and Department Head of changes as they occur.

This time may be charged against the employee's vacation account or may be granted as a leave of absence without pay, as the employee requests.

Emergency Duty for National Guard and Reservists

In cases of civil disorder or national emergency, up to one month's salary minus military pay will be paid to an employee call

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HIPAA provides “special enrollment” rights to enroll in another health plan