

## **Policy 702.6 – Public Service Leave**

Date Adopted: 6/9/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: MCA 2-18-620

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### **I. POLICY**

The University of Montana Western shall administer Public Service Leave in accordance with applicable state law and Montana University System policy.

### **II. PURPOSE**

The purpose of this policy is to allow University employees who are elected or appointed to public office in a city, county, or the state of Montana, to take a leave of absence without pay in order to perform their public service responsibilities.

### **III. PROCEDURES**

An employee of the University who is elected or appointed to public office in a city, county, or the state of Montana, is entitled to a leave of absence without pay not to exceed 180 days per year while performing public service.

Any employee granted such leave shall return to work within ten (10) days following the completion of the service for which the leave was granted. Leave without pay policy provisions shall apply to such leave. The leave shall be reported on the employee's time records.

### **IV. AUTHORITY**

MCA 2-18-620

### **V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Supervisors, Associate Director of Human Resource Services