



Leave Policy – Air Force Auxiliary Civil Air Patrol

Responsible Official: Chief Operations Officer

Responsible Office: Human Resources

Policy Purpose

The purpose of this policy is to provide leave to Regular Employees for service as a member of the U.S. Air Force Auxiliary Civil Air Patrol.

Policy Statement

A Regular Employee who is a member of the U.S. Air Force Auxiliary Civil Air Patrol may be permitted to take a leave of absence with pay for a period of not more than fifteen (15) days during a calendar year. An employee's leave request must be for participation in an Air Force Auxiliary Civil Air Patrol training program or an emergency or disaster service (if a request is made by the employee's wing commander or the wing commander's designee).

During an approved leave of absence for service in the U.S. Air Force Auxiliary Civil Air Patrol, the employee will continue to earn their regular salary and to accrue sick and annual leave. All other rights and benefits of the employee, including, but not limited to seniority rights, insurance benefits, health insurance benefits, and creditable service shall continue to accrue during an approved leave of absence under this policy.

An ETSU direct supervisor may require a written statement from the employee's wing commander or the wing commander's designated representative verifying the date, time, and duration of leave.

Authority: TCA § 42-7102; TCA §58-2-101

Defined Terms

A defined term has a special meaning within the context of this policy.

Regular Employee : Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

Policy History

Effective Date: December 21, 2021

Revision Date: Previous: PPP-21

Procedure (s)

N/A

Procedure History

Effective Date:

Revision Date:

Related Form(s)

N/A

Scope and Applicability

Primary: Human Resources