POLICY NO. G-18 DATE: July 1, 2011

Subject: MILITARY LEAVE

1. A maximum of fifteen (15) work days per calendar year shall be granted without loss of pay to employees who participate in military service duties of short duration. Such leave shall not be cumulative. Military service duties in excess of fifteen (15) work days shall be granted without pay.

2. Upon completion of the military duty, the employee shall be reinstated in the position he/she held at the time of entry into service or a position of like seniority, rank and pay, subject to the conditions and restrictions of applicable law. However, nothing herein shall be construed to limit or modify the authority and discretion of the Board of Directors and the Executive Director, as otherwise conferred by policy or statute, including, but not limited to, the authority to effect transfers, terminations or other similar matters.