

MSU Billings Personnel Procedures

POLICY REFERENCE: **Leave – Public Service, Without Pay**

OTHER REFERENCES: 2-18-620, M.C.A.; MUS 708.1, 708.1.1; MOM 3-0330

DATE ADOPTED/REVISED: 10/08/08

An employee 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.