



Policy: **Civil Air Patrol Leave**
Adopted: M2007-0143
Effective: October 1, 2007
Revised:

Civil Air Patrol Leave

Purpose	To comply with Minnesota Statutes, Section 181.946.
Policy	Northfield recognizes the need for employees who are members of the Civil Air Patrol to be able to respond to service requests from the State or any of its political subdivisions.
Practices	The City of Northfield will provide an unpaid leave, with normal benefits and no changes in seniority, to employees responding for time spent rendering services as a member of the civil air patrol to on the requests and under the authority of the State of Minnesota or any of its political subdivisions, provided that such leave would not unduly disrupt the operations of the City.
Notification	An employee requesting this leave will contact their immediate supervisor prior to taking the leave. The supervisor will notify the Human Resources Director. The Human Resources Director and the direct supervisor together will grant or deny the requested leave.
Verification	An employee may be required to provide verification of the leave from the Civil Air Patrol.