



STAFF EMPLOYMENT MANUAL

Title: 5.0 Benefits

Chapter: 5.10 Short-term Military Absence

Issuance Status and Effective Date: July 2011

1. General

This policy provides regular full-time staff with short-term military leave of absence due to Reservist or National Guard annual military training, which is ordinarily a two-week duration.

- a. Leave for annual military training is granted outside the employee's vacation, unless the employee elects to use vacation for this purpose.
- b. A request for time off for military absence must be made in writing to the supervisor and must include a copy of the active duty orders. This paperwork must be presented to HRD.
- c. This benefit is separate from and does not replace USERRA rights (See also **3.08, Re-employment of Veterans**).
- d. The University reserves the right to change the Short-term Military Absence Policy as it deems necessary.

2. Make-up Pay

- a. The University will make up the difference between the employee's base salary and his/her military pay (when less) for annual training if the employee elects to take a leave of absence instead of a paid vacation.
- b. To be eligible for make-up pay, the employee is expected to give at least 30 days notice in writing of his/her absence whenever possible.
- c. Request for payment of make-up pay is processed on a Personnel Action Form (PAF) generated by the department. The employee is required to submit appropriate paperwork and certification of attendance to facilitate the process.