The purpose of this policy is to provide uniform guidance for the use of Military Leave.

All EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments, and all faculty assigned to benefit accruing positions are covered under these provisions. Although temporary EPA and SPA employees are not eligible for benefits, they are covered under the re-instatement policies of the State Personnel Policy Manual, Section 5.

Leave for certain periods of service in the uniformed service will be granted in accordance with the provisions below.

A. **Active and Inactive Duty Training**

   Leave with pay may be granted for up to 120 working hours per federal fiscal year (Oct 1 – Sept 30) for any type of active military duty for members of reserve components of the U.S. Armed Forces (including National Guard) who are not on extended active duty. May apply to weekend “drills” only if such drills occur during an employee’s regular work schedule.

B. **Reserve Active Duty**

   When ordered to State or Federal active duty, or as an intermittent disaster-response appointee upon activation of the National Disaster
Medical System, the following shall apply for each period of involuntary service:

1. Members receive up to thirty (30) calendar days pay based on current annual salary. (This includes special activities of the National Guard, usually not exceeding one day, when authorized by the Governor.)

2. After the thirty day period, employees shall receive differential pay for any period of involuntary service. The differential is the difference between military basic pay and the employee’s annual base university salary, if military pay is the lesser.

3. Time is recorded as “Other – Military”, and is paid as regular time. If additional military leave is needed it can be charged to vacation, bonus, accrued comp leave, or taken as Leave without Pay.

C. Military Leave without Pay

Military Leave without Pay will be granted for all uniformed services duty that is not covered by Leave with Pay.

D. Additional Information

When an employee is called for active duty, Human Resources must be notified at once so that pay and benefit issues can be handled correctly. SPA employees may refer to the State Personnel Policy Manual, Section 5 for more detailed information. EPA and Faculty may refer to General Administration Personnel Policies, section 300.2.8.