



08.218

## Military Leave

**Authority:** Chancellor

**History:** Revised August 2017; Revised January 4, 2012; Established January 1, 2007

**Source of Authority:** UNC Policy 300.2.8

**Related Links:** State Human Resources Manual: [Military Leave](#)

**Responsible Office:** Human Resources

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### I. Purpose

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

### II. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments, and all faculty assigned to benefit accruing positions are covered under these provisions. Although temporary EHRA and SHRA employees are not eligible for benefits, they are covered under the re-instatement policies of the State Human Resources Manual.

### III. Policy

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. Leave with pay 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. SHRA employees may refer to the State Human Resources Policy Manual for more detailed information. EHRA and Faculty may refer to General Administration Personnel Policies, section 300.2.8.