



## ADMINISTRATIVE POLICY

<b>Policy Title</b>	<b>Military Leave</b>
<b>Policy Subtitle/Subject</b>	Click or tap here to enter text.
<b>Responsible Executive(s) (RE)</b>	<b>VP, Office of Human Resources &amp; Institutional Equity (HR&amp;IE)</b>
<b>Responsible Office(s) (RO)</b>	<b>HR&amp;IE</b>
<b>Primary Point of Contact from RO</b>	<b>Benefits</b>
<b>Contact Information (email and phone)</b>	<b>504-865-4748; leaverequest@tulane.edu</b>
<b>Date Proposed</b>	<b>5/15/23</b>
<b>Reviewed</b>	<b>5/15/23</b>
<b>Last Updated</b>	<b>5/15/23</b>
<b>Effective Date</b>	<b>5/15/23</b>

Permanent

Temporary

### 1.0 POLICY STATEMENT

The purpose of this policy is to describe the Military Leave benefit available to benefits eligible employees.

### 2.0 PURPOSE AND SCOPE

This policy outlines the university's military leave, scope, and procedure for eligible employees who are reservists or guard members in the uniformed services to engage in active duty for training, inactive duty training, or full-time National Guard duty. This policy provide coverage for up to 30 days for active duty for service.

### 3.0 APPLICABILITY OF THIS POLICY

All eligible employees.

## 4.0 WEBSITE ADDRESS FOR THIS POLICY

[www.policy.tulane.edu](http://www.policy.tulane.edu)

## 5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy clarification and general information	Office of Human Resources & Institutional Equity	504-865-4748	leaverequest@tulane.edu

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## 7.0 DEFINITIONS

Uniform Service: means the Armed Forces, the Army National Guard and the Air National Guard, the commissioned corps of Public Health Service, and any other category of persons designated by USERRA.

USERRA: Uniformed Services Employment and Reemployment Rights Act.

Pay Differential: means the university will pay eligible employee the difference between their regular University pay and the amount they are paid by the uniformed service, including all entitlements and allowances for which they are eligible to receive.

## 8.0 POLICY AND PROCEDURES

The University supports our employees who are reservists or guard members in the uniformed services. "Uniformed service" means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated in the

Uniformed Services Employment and Reemployment Rights Act (USERRA).

If you are recalled to active duty in the uniformed services, you should notify your supervisor and the Office of Human Resources and Institutional Equity as soon as possible for details regarding your rights and obligations. You will be required to submit documentation to the Office of Human Resources and Institutional Equity for all University leaves.

The University provides a “pay differential” to preclude a loss of earnings while on a Military leave of absence for up to 30 days. The University will pay you the difference between your regular University pay and the amount you are paid by the uniformed service, including all entitlements and allowances for which you are eligible to receive. In order to receive the pay differential, you must send a written request to the Office of Human Resources and Institutional Equity along with a copy of the Leave and Earnings Statement(s) covering the period of Military leave.

You will continue to accrue vacation and sick time during this 30-day period, and will remain enrolled in University benefits during this period. This period will be considered a regular Military leave of absence.

You may request an Extended Military leave of absence in the event you are required to perform active-duty service in the uniformed services for more than 30 days. You may continue to be covered by Tulane’s group health plans on the same terms that are applicable to active employees during Extended Military leave. You will be required to continue to pay your share of all premiums due.

Pursuant to USERRA, if you are absent from work for an extended period of uniformed service, you are entitled to certain re-employment rights and benefits as long as:

- You gave advance notice of your impending uniformed service;
- Your cumulative length of absence does not exceed the maximum period;
- You report or re-apply for employment within the deadlines prescribed by USERRA upon your release from duty or upon your recovery from disease or injury resulting from your service; and
- You were released from active duty under other than dishonorable conditions.

In general, you are entitled to re-employment in your former or similar position. The University will make reasonable efforts to return you to your former position. However, if that is not possible, the University will make reasonable efforts to place you in a comparable position.

Upon returning to work following Extended Military leave, you will be restored the benefits that you would have accrued if you had remained an active employee in accordance with USERRA.

Questions about this policy should be directed to the Office of Human Resources and Institutional Equity.

## **9.0 CONSEQUENCE OF VIOLATING THE POLICY**

Violation of this policy may result in disciplinary action, up to and including termination.

For consequences of violating the policy refer to the Faculty and Staff handbooks found at [policy.tulane.edu](http://policy.tulane.edu).

## **APPENDIX I**

Relevant Information

Leave Management page: <https://hr.tulane.edu/leave-management/leave-of-absence>

## **APPENDIX II**

Other Relevant Information

Personal Leave of Absence

Pre-Retirement Leave

Non-FMLA Medical Leave