



RUTGERS POLICY

Section: 60.3.13

Section Title: HR/Non-Academic Employees

Policy Name: Military Leave - Staff

Formerly Book: 3.6.14

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

Originally Issued: 3/15/1962

Revisions: 10/19/2001, 8/2/2006 (Updated titles), 9/2009

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The university provides time off for eligible staff members for military leave.
2. **Reason for the Policy**
To inform eligible staff members of the terms and requirements for taking time off for military leave.
3. **Who should Read This Policy**
All members of the Rutgers University community.
4. **Related Documents**
Collective Negotiations Agreements: <http://uhr.rutgers.edu/lr/lragreements.htm>
5. **Contacts:**
University Human Resources: 732-932-3020
6. **The Policy**

60.3.13 MILITARY LEAVE - STAFF

- I. Military Leave for Active Duty Training Purposes: Any full-time regularly appointed staff member who is a member of a military reserve component of the Armed Forces of the United States (including the National Guard) shall be entitled to a leave of absence with pay for the usual prescribed training period not to exceed fifteen (15) days per year.
 - A. Such leaves shall not be charged against vacation time but to military leave (ML).
 - B. Employee should give his or her supervisor two (2) weeks advance notice of such leave and must present to the supervisor a copy of the official government orders authorizing military training immediately upon receipt of such orders.

- II. Military Leave for Inactive Duty Training: Upon receipt of appropriate orders, employees will be excused for Inactive Duty Training and may use accrued vacation, administrative leave, or compensatory time or they may elect unpaid leave. Employees are not required to make up leave time for Inactive Duty Training.

- III. Military Leave for Active Duty: Any full-time employee who has been employed at Rutgers for one year or more who is a member of the military shall be entitled to a leave of absence with pay on all days during which he or she is engaged in any period of State or Federal active duty not to exceed ninety (90) work days in the aggregate in any calendar year.
 - A. After such paid leave the employee may be entitled to differential pay depending on their military monthly rate of pay without loss of time.
 - B. Any leave of absence for such duty for a full-time employee who has been an employee for less than one year shall be without pay but without loss of time.

- IV. Reemployment by Rutgers: Such employees shall be entitled to reemployment by Rutgers to their position, if it exists, or to a similar position, if one exists, providing that such absence does not exceed five years and application is made within ninety (90) calendar days immediately following separation from military service.
 - A. In the case where a military service-connected disability prevents the employee from returning to work within the time prescribed by law for applying for reemployment, the employee may request that the leave be extended. Upon submitting sufficient medical evidence to the employee's supervisor, a six (6) month leave extension may be granted in accordance with such extensions as set forth in the Uniform Services Employment and Reemployment Rights Act (USERRA). The total of such extension shall not exceed twenty-four (24) months from the date of separation from the military except where required by law.
 - B. Upon reemployment, the returning veteran employee's salary shall be adjusted to reflect any normal increments or general adjustments the employee would have received had the employee continued to work for Rutgers.
 - C. Sick and vacation leave days will not accrue during the (unpaid) military service but the time will count as University Service in applying sick leave or vacation time accrual rates upon return to university service.

- V. General: Nothing in this policy shall require the university to reemploy individuals who are not eligible for reemployment rights mandated by federal or state law. Rutgers, nonetheless, will consider the appropriateness of reemploying such individuals on an individual basis.
- A. Any Military Leave taken should be recorded in the Absence Record System as "ML".
 - B. Always refer to the appropriate collective negotiations agreements for any variations or additional details in the above policy.
 - C. University Human Resources should be consulted upon notice that an employee is returning from military service and needs to be reemployed.