

Military Leave

Summary

The university's policy on military leave, including terms of applicability and how it is applied.

Purpose

To provide guidance to employees on the University's military leave policy.

Policy

Military Leave

Military leave is limited to ordered military duty performed by a member of the armed forces in the service of the State of Georgia or the United States. This includes performance of military duty and traveling to and from such duty.

Employees may take military leave with pay for no longer than 18 work days in any calendar year or one continuous period. An exception to the 18 day maximum will be made if the Governor of Georgia declares a state of emergency and orders an employee to State active duty as a member of the National Guard. In this case, military leave with pay will not exceed 30 work days in any calendar year or one continuous period. An employee on military leave for longer than 30 work days must take military leave without pay. (For part-time benefits eligible employees, paid leave will be in an equivalent ratio to percentage of time employed.)

Subject to the terms, conditions and limitations of the plans for which an employee is eligible, health insurance benefits will be continued for the full term of the military leave absence.

Every reasonable effort will be made to return the employee to his/her previous position or a comparable one. The employee will be treated as though he/she was continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

The employee shall be required to submit a copy of his/her orders to active duty.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

N/A

Responsible Authority

CSU Human Resources