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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

July, 2015

**Reference:**

Classified Staff Human Resources Policy Manual 214.0

**Responsible Unit:**

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## Policy

Classified staff employees who are voluntarily or involuntarily placed on extended active duty with the National Guard or the U.S. Armed Forces shall be placed on a leave without pay status in a manner consistent with applicable Arizona Revised Statutes and the Federal Veterans Reemployment Act. Active duty orders shall accompany requests for such leave.

Extended active duty is defined as a period of more than 30 calendar days. An employee on Extended Active Duty Military Leave shall not accrue sick or vacation leave or other benefits.

### Reemployment Rights

A Classified Staff employee who has Veterans' reemployment rights shall be returned to the former position held or a comparable position at a comparable rate of pay, contingent upon the availability of funds, unless circumstances make it impossible or unreasonable to do so.

### Continuous Service

The period of active duty shall represent continuous University service so long as the military service conforms to provisions as specified by applicable Arizona Revised Statutes and the Veterans'

Reemployment Act.

Reference: Uniformed Services Employment and Reemployment Rights Act (USERRA)

## **Related Information\***

[UA Leave of Absence Forms](#) [2]

[Federal Family and Medical Leave policy—Military Family Leave Entitlement](#) [3]

[Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) [4]

## **Revision History\***

Revisions to bring UHAP and Classified Staff versions of policy into alignment as a unified policy, April 2015 and July 2015.

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**Source URL:** <http://policy.arizona.edu/employmenthuman-resources/military-absence>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://hr.arizona.edu/forms#hdr-5>

[3] <http://policy.arizona.edu/human-resources/federal-family-and-medical-leave>

[4] <http://www.dol.gov/vets/programs/userra/>