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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

January, 2020

**Reference:**

Classified Staff Human Resources Policy Manual 214.0

University Handbook for Appointed Personnel 8.04.03

University Staff Manual 3-107

**Responsible Unit:**

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## Purpose and Summary

University employees who are members of the National Guard or a U.S. Armed Forces reserve unit shall receive a leave of absence from their position when called up for training or active duty.

## Scope

This policy applies to full-time or part-time employees who return to University employment following service in the U.S. uniformed services.

## Policy

### Annual Active Duty or Training

Employees who are members of the National Guard or a reserve component of the U.S. Armed Forces shall receive their regular compensation during a period of active duty or active duty training

not to exceed 30 workdays in any two (2) consecutive calendar years. Active duty orders must accompany the request for paid military leave.

## **Extended Active Duty**

Employees who are voluntarily or involuntarily placed on extended active duty with the U.S. uniformed services may use accrued vacation time to continue receiving pay. An employee who exhausts all vacation hours is placed in a leave without pay status as consistent with applicable Arizona Revised Statutes and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Extended active duty is defined as a period of more than 30 calendar days and up to a cumulative period of five years. While on leave without pay for military duty, employees shall not accrue sick or vacation leave. Employees may retain their existing insurance benefits by paying the employee premiums for the coverage through direct bill with the Division of Human Resources.

## **Reemployment Rights**

Employees who have reemployment rights under USERRA shall be reemployed in the position they would have held had they remained continuously employed at the University, if they are qualified for such a position or can become qualified for it with reasonable effort. Otherwise they shall be returned to the same position they held prior to military service.

## **Continuous Service**

An employee's period of active duty shall represent continuous University service as long as the military service conforms to provisions specified in applicable Arizona Revised Statutes and USERRA.

## **Compliance and Responsibilities**

Employment discrimination because of past, current, or future military obligations is prohibited.

## **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]

ARS 26-168. Absence from employment for military duty; vacation and seniority rights; violation; classification

ARS 38-610. Leave of absence for certain federal training

## **Revision History\***

Unified for all employment categories January 23, 2020

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**Source URL:** <https://policy.arizona.edu/employment-human-resources/military-duty-leaves>

**Links**

[1] <mailto:hrrsolutions@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/>