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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:**
Division of Human Resources

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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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