

Policy: **Employee Uniformed Services Military Activation & Leave**

Policy Number: **I-8**

Responsible for Policy: Human Resources

Approval Date: March 2011

Most recent review: Fall 2012

Date of most recent revision *(if applicable)*: N/A

Policy Statement

Finger Lakes Community College employees shall continue to receive salary and benefits as stated in the Military Law and the Uniformed Services Employment and Reemployment Rights Act.

Reason for Policy

Military Law dictates that employees on military leave must be paid their regular salary for any and all periods of absence while engaged in the period of ordered military duty not exceeding a total of thirty calendar days or twenty-two working days within a calendar year. The Uniformed Services Employment and Reemployment Rights Act protects the rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. This also prohibits employers from discriminating against past and present members of the uniformed services, and applicant to the uniformed services.

Applicability of the Policy

All College employees who are reservists should be familiar with this policy.

Definitions

None

Related Documents

- Military Leave 5 USC, Sec. 6323
- Title 38 USC, Chapter 43: Employment & Reemployment Rights of Members of the Uniformed Services

Procedure: **Employee Uniformed Services Military Activation & Leave**

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Procedures

In the event that a military activation occurs, all College employees who are activated shall be paid a supplemental salary to be the difference between their military pay and their regular College salary unless or until such time as their military pay equals or exceeds their normal College salary.

The individual who leaves employment to perform military service has the right to elect to continue their existing health plan coverage for up to 24 months while in the military. If the individual elects not to continue coverage during military leave he/she will be reinstated in the health plan when they are reemployed.

Forms/Online Processes

- None

Appendix

- None