



Applies to: Faculty and staff

POLICY

Issued: 10/01/1973

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Purpose of the Policy

To provide eligible faculty and staff military leave benefits and reemployment rights in accordance with federal and state law, which includes the Uniformed Services Employment and Reemployment Rights Act.

Definitions

Term	Definition
Allowances	Monies provided for specific needs, such as food or housing, in addition to an individual's basic military pay.
Calendar year	The year beginning on the first day of January and ending on the last day of December.
Employee benefits	Any advantage, profit, privilege, gain, status, account or interest (other than wages or salary) that accrues by reason of an employment contract or agreement or an employee policy, plan or practice. This includes rights and benefits under a pension plan, health plan insurance coverage and awards, bonuses, severance pay, supplemental unemployment benefits, vacation and opportunity to select work hours or location of employment.
Month	22 eight-hour workdays or 176 hours within one calendar year.
Presidential or Congressional order	Calls to active duty issued by the President or Congress normally associated with a national military action (e.g., Iraq and Afghanistan).
Regular call-up	Calls to active duty issued by the Governor, National Guard or Department of Defense normally associated with a state or federal requirement for training or active duty for short periods of time. Examples include summer or weekend training, professional development, unit deployment, snowstorms or flood duty.
Uniformed services	The U.S. Armed Services, including the Coast Guard, the Ohio organized militia, the commissioned corps of the Public Health Service, the National Guard (when engaged in active duty for training, inactive duty for training or full-time National Guard duty) and any other category of persons designated by the President in time of war or emergency.

Policy Details

I. Provisions

- A. Faculty and staff, full-time or part-time, at any full time equivalency (FTE), who are members of the uniformed services, are entitled to military leave of absence with pay for up to one month each calendar year and without pay for up to a maximum of five years.
- B. Military leave does not affect vacation or sick leave balances.
- C. Military leave is granted for both voluntary and mandatory service.
- D. Pay and benefits vary depending on whether the service is a result of a regular call-up or a call-up due to Presidential or Congressional order.
- E. An employee may be absent from university employment pursuant to this rule for a cumulative amount of time not to exceed five years unless special orders are issued by the President of the United States or the United States Department of Defense.



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- F. An employee who requests a military leave of absence must provide reasonable advance written notice of such active military service to the university. Such advance notice is not required when it is precluded by military necessity or the giving of such notice is otherwise impossible or unreasonable.

II. Military Leave Due to Regular Call-Up

- A. Regular call-up for one month or less
 - 1. For military call-ups of one month or less, individuals are entitled to receive leave with pay for up to 22 days or 176 hours for each calendar year.
 - 2. Medical, dental, vision and retirement benefits are continued for the individual and covered dependents as if the individual was not on leave.
- B. Regular call-up exceeding one month
 - 1. For military call-ups that exceed one month, individuals are entitled to receive leave without pay for up to a maximum of five years.
 - 2. Individuals on active duty may elect to use the military health care system or may continue existing university medical, dental and vision coverage for the duration of the call-up period. The cost of coverage will remain the same as if the individual were not on leave. Upon return from military leave, individuals are entitled to reenroll in university health benefits without any waiting period.

Retirement contributions to state systems are not required during the period of military leave. Individuals may purchase military service time in accordance with the rules of their respective public retirement systems ([OPERS](#), [STRS](#)). Purchasing military service time is not available for Alternative Retirement Plan (ARP) participants.

III. Military Leave Due to Presidential or Congressional Order

- A. For call-ups of one month or less, pay and benefit entitlements are the same as for a regular call-up.
- B. For call-ups that exceed one month
 - 1. The university will provide the individual a monthly pay differential equal to the difference between the current gross monthly wage or salary and the sum of the gross military pay and allowances.
 - 2. Individuals on active duty may elect to use the military health care system or may continue existing university medical, dental and vision coverage for the duration of the call-up period. The cost of coverage will remain the same as if the individual were not on leave. Upon return from military leave, individuals are entitled to reenroll in university health benefits without any waiting period.
 - 3. Retirement contributions are the same as stated in this policy.

IV. Reemployment Rights

- A. The intent of the [Uniformed Services Employment and Reemployment Rights Act](#) of 1994 is to encourage non-career military service by eliminating or minimizing the disadvantages to civilian careers and employment that occur as a result of military call-ups. The thrust of the law is to restore the individual to the previous employment position with all seniority, status, pay and benefits that would have accrued if the individual had not left for military service.
- B. To be eligible for reemployment rights, individuals must have been issued a discharge under honorable conditions.
- C. Discrimination or retaliation for participation is prohibited, whether an individual volunteers or is ordered to active military service.
- D. An individual's right to reemployment includes restoration of the benefits that were elected by the employee and his or her dependents at the time military service began, as well as to benefits that began during the leave



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for which the individual would reasonably have become eligible. For example, if vacation accrual increases from two weeks to three weeks upon completion of five years of service, then a person who works for two years, serves two years on active duty and then returns, would be entitled to three weeks of vacation one year after reemployment.

- E. The university is not required to reemploy a person after military leave if:
 1. The university's circumstances have so changed as to make such reemployment impossible or unreasonable;
 2. Such reemployment would impose an undue hardship upon the university; or
 3. The employment from which the person leaves to serve in the uniformed services is for a brief, nonrecurring period.

PROCEDURE

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I. Return from Duty

- A. A veteran returning from military service is entitled to be restored to his or her former position or to one of similar seniority, pay and status, if he or she is qualified to perform the duties of the former position. Positions for which a serviceperson will have rights are based on the length of the person's intervening uniformed service. There is a condition in most instances that the person is qualified for the position in which he or she will be reemployed. Under the law, a person is "qualified" for a position if he or she has the ability to perform the essential tasks of the position. The [Uniformed Services Employment and Reemployment Rights Act](#) has left "essential" tasks undefined since this requirement is somewhat akin to those of the [Americans with Disabilities Act \(ADA\)](#) essential job functions.
 1. Uniformed service of less than 91 days. A person whose uniformed service was fewer than 91 days is to be promptly reemployed in the position that he or she left.
 2. Uniformed service for more than 90 days. If the intervening uniformed service was for more than 90 days, the returning employee will have the same reemployment rights as persons with a shorter term of uniformed service, except that he or she will have the additional option of employment in a position of like seniority, pay and status.
- B. The [Uniformed Services Employment and Reemployment Rights Act](#) does not create a system of seniority but simply recognizes any existing seniority systems that have been established by contract, custom or practice.
- C. The employer is obligated to make reasonable efforts to update the skills of an employee who is not initially qualified for the position to which he or she is entitled, unless such efforts would create an undue hardship. Congress intends for the employer to provide refresher training and any training the employee would have received if he or she had remained on the job, before deciding on an employee's qualifications.

Responsibilities

Position or Office	Responsibilities
Office of Human Resources	<ul style="list-style-type: none"> A. Consult with employees and units regarding military leave. B. Consult the U. S. Armed Forces regarding military rules, regulations and administration. C. Process Benefit Continuation During Military Leave Election Form.



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Employing unit	<ul style="list-style-type: none"> A. Consult with the Office of Human Resources-Veteran's Affairs and employees regarding military leave. B. Ensure employee completes the Application for Leave form and the Benefit Continuation During Military Leave Election Form, as needed. C. Enter employee's time in HRIS.
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Position or Office	Responsibilities
Employee	<ul style="list-style-type: none"> A. Provide as much advance notice of the absence as possible. B. Provide copies of official orders or other official documentation. C. Submit an Application for Leave form. D. Select pay and benefit options desired during absence. E. Submit Benefit Continuation during Military Leave Election Form as needed. F. Retain copies of all submitted documents. G. Apply for reemployment in a timely manner. <ul style="list-style-type: none"> 1. For service of less than one month, the employee must apply for reinstatement no later than the beginning of the first full regularly scheduled work period that starts at least eight hours after return from military service. 2. For service of more than one month but fewer than six months, the employee must apply for reinstatement not later than 14 days after release from active service. 3. For service of more than six months, the employee must apply for reinstatement not later than 90 days after release from active service. Failure to provide notice does not mean that an individual forfeits his or her rights. Rather, it subjects the individual to the employer's conduct rules, established policies and general practices. 4. The individual must provide documentation of a discharge or release from duty, under honorable conditions.

Resources

- Americans with Disabilities Act ada.gov
- Application for Leave hr.osu.edu/wp-content/uploads/form-leave-application.pdf
- Benefit Continuation during Military Leave Election Form hr.osu.edu/wp-content/uploads/form-benefit-continuation-unpaid-leave.pdf
- Continuing Benefits While on Leave hr.osu.edu/wp-content/uploads/leave-absence-benefits.pdf
- Ohio Public Employees Retirement System (OPERS) opers.org
- Ohio Revised Code codes.ohio.gov
- Ohio State ADA web site ada.osu.edu
- State Teachers Retirement System of Ohio (STRS) strsoh.org
- Uniformed Services Employment and Reemployment Rights Act dol.gov/elaws/userra.htm

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Human Resources, Employee and Labor Relations	614-292-2800	hr-elr@osu.edu
Benefits questions	Benefits Services, Office of Human Resources	614-292-1050 800-678-6010	hr@osu.edu



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History

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