

# Summary of Revisions to Military Leave and Reemployment Rights, 6.35 Policy Effective January 30, 2023

## Military Leave and Reemployment Rights

(See full revised policy at <https://hr.osu.edu/wp-content/uploads/policy635.pdf>)

### Summary of Changes

- Updates the definition of “Full-time equivalency,” consistent with updated definition used in policies revised since the Enterprise project. (Definitions, p. 1)
- Adds “Reemployment” definition for clarity. (Definitions, p. 1)
- Adds “Unit” definition, consistent with definition used in policies revised during the Enterprise project. (Definitions, p. 1)
- Reorganizes and edits language throughout so that the intent of the policy is clearer.
- Retitles “Rights upon Return from Military Leave” section to “Reemployment Rights,” consistent with updated terminology. (Policy Details IV., p. 2)
- Clarifies that faculty and staff may be eligible for reemployment “upon return from approved military leave.” (Policy Details IV. A., p. 2)
- Updates language to clarify the steps employees seeking military leave must complete. (Procedure I.A.2., p. 4)
- Updates outdated link to “self-service” with link to “HR Connection.” (Procedure, pp.3-4)
- Deletes “employing” prior to the word “unit,” consistent with the updated definition of “unit.” (Procedure, I.B., p.3)
- Clarifies that individuals returning from military leave must request a return from leave via Workday or a leave inquiry via HR Connection. (Procedure II.A., p.4)
- Clarifies that to be eligible to be reemployed, individuals must provide documentation via Workday or HR Connection. Deletes reference to self-service. (Procedure II.C., p.4)
- Updates Responsibilities Table, and Resources. (pp. 4-6)



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