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| University Enterprises, Inc. Policies and Procedures | Policy No. 535 |
| Section: Human Resources | |
| Policy: Military Leave | |
| Revised Date: December 11, 1998 | |

Military Leave

I. PURPOSE

To provide employees with time off when serving in the military.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees.

III. POLICY

University Enterprises, Inc. will grant eligible employees military leave as required by applicable state and federal law.

IV. PROCEDURE

State and federal requirements for military leave vary based on a variety of factors. Any employee who wishes to apply for military leave must supply Human Resources with all requested information including branch of service, reason for leave, military status, and anticipated duration. The following guidelines will apply where they do not conflict with applicable state and federal law:

- A. Initial Reserve Training Period: Employees are normally allowed excused time off for the period they are required to serve for their initial Reserve Training Period. This initial six-month period will be covered as an unpaid Personal Leave of Absence. Upon return to work, the employee will be placed in his or her former or an equivalent position.
- B. Annual Reserve Duty: During a fiscal year, normally up to 30 calendar days paid leave will be permitted for employees who are members of the Reserve Forces of the Armed Forces of the United States or of the California National Guard and are ordered to active duty. Employees may use accrued vacation or be in an unpaid leave status for authorized military leave which exceeds the 30 calendar days.
 1. Training drills held each month, or bimonthly, typically on a weekend, are not considered as an active duty status category, nor are weekday drills held in conjunction with weekend duty.
 2. Copies of the military orders are to be included with time sheets submitted for payment of salary or wages while on military leave.
 3. Staff serving on military leave are paid, by the military, on a calendar day basis, including weekends. University Enterprises, Inc. employees continuing in paid status (e.g. on paid vacation leave) while on active duty will be paid only for the normal work days which fall within the 30 calendar days for military duty.

- C. Active Duty: If employees are called to active duty, they will be allowed to take a Personal Leave of Absence. If duty is completed within five years, and if the employee applies for re-employment within one year of his or her discharge, the employee will be re-employed in the first available and as favorable a position as he or she would have attained (with the exception of promotions achieved through performance) had the employee not entered the service but remained on the job.

IV. RELATED POLICIES

Policy No. 545 Personal Leaves of Absence

Policy No. 555 Extraordinary Leaves of Absence