



## RUTGERS POLICY

**Section:** 60.3.13

**Section Title:** HR/Non-Academic Employees

**Policy Name:** Military Leave - Staff

**Formerly Book:** 3.6.14

**Approval Authority:** Senior Vice President for Finance and Administration

**Responsible Executive:** Senior Vice President for Finance and Administration

**Responsible Office:** University Human Resources

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**Policy:**

### 60.3.13 MILITARY LEAVE - STAFF

A. Military Leave for Training Purposes.

- (1) Active Duty for Training. A regularly appointed staff member who is a member of a military reserve component of the Armed Forces of the United States (including the National Guard) shall be entitled to not more than 15 work days of Military Leave each fiscal year without loss of pay for the purpose of performing Active Duty for Training. Such leave shall be in addition to regular vacation allowance. Any other absences for the purpose of performing military duty (additional Active Duty for Training or Inactive Duty Training—weekend drills) shall be without pay unless the employee chooses to use any appropriate leave time.
- (2) Initial Active Duty for Training. Staff members entering into their initial period of Active Duty for Training (normally a period of several weeks to several months) shall be placed on Leave of Absence Without Salary—Military for the duration of their absence. Such employees shall be entitled to reemployment by Rutgers to their position if it exists, or to a similar position, if one exists, providing that application for reemployment is made not later than 31 calendar days following the day of separation from such Initial Active Duty for Training.

- B. Military Leave for Active Duty (other than for training). Staff members entering extended active duty (normally more than one year) through enlistment, induction, or mobilization shall be placed on Leave of Absence Without Salary—Military for the duration of their absence. Such employees shall be entitled to reemployment by Rutgers to their position, if it exists, or to a similar position, if one exists, providing that such absence does not exceed five years and application is made within ninety calendar days immediately following separation from military service.

- C. General. Nothing in this policy shall require the University to reemploy individuals who are not eligible for reemployment rights mandated by federal or state law. Rutgers, nonetheless, will consider, on an individual basis, the appropriateness of reemploying such individuals. Employees who are requesting leave for the purpose of military training must submit, in advance, military orders or other acceptable documentation to support their requests for absence.

Employees who are authorized to take Leave of Absence Without Salary—Military may be required to provide proof that military duty was performed during the period of absence.

Always refer to the appropriate collective negotiations Agreements for any variations or additional details in the above policy.