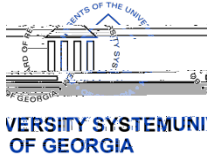


HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: MILITARY LEAVE



# Military Leave

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON MILITARY LEAVE
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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## Policy Statement

The University System of Georgia has established a policy to allow for military leave. An employee who receives orders for active military duty shall be entitled to absent themselves from their duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of eighteen (18) workdays in any one (1) federal fiscal year (October 1 - September 30) (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]). After an employee has exhausted their paid military leave, an institution may pay the employee for their accumulated annual leave. At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of their orders to active military duty (BR Minutes 1990-91, pp. 173-174). Notwithstanding the foregoing leave limitation of eighteen (18) days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid their salary or other compensation as an employee for a period not exceeding thirty (30) days in any one (1) federal fiscal year.

## Military Differential Pay

Institutions of the University System of Georgia may pay an employee Military Differential for absence while engaged in the performance of ordered military duty and while going to and returning from such duty, after expiration of the payment period provided for in the paragraphs above. Military differential pay is equal to the amount by which an employee's projected state base pay for a covered pay period exceeds the employee's actual military pay and allowances as applicable to that pay period. Military pay differential programs must be applied consistently to all eligible employees within the institution, not to exceed a total of twelve months. At the expiration of the maximum Military Differential, continued absence by the employee shall be

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considered as military leave without pay unless annual leave is allowed. Funding for Military Differential Pay is based on existing institution budgets.

The University System recognizes the requirements to allow employees time for military responsibilities. This policy ensures general consistency among institutions of the University System. This policy ensures compliance with applicable state and federal laws.

### Applicability

All units of the University System of Georgia are covered by this policy.

### Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this policy.

### Definitions

**Ordered Military Duty.** For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee (BR Minutes, 1990-91, p. 173).

### Process and Procedures

An employee who receives orders for active military duty shall be entitled to absent themselves from their duties and shall be deemed to have a leave of absence with pay for the period of such duty. (BR Minutes, 1990-91, p. 173)

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**Annual Leave**

Once an employee has been paid for their maximum number of paid military leave days and is not receiving a military differential pay, they may elect to use their accrued annual leave. Employees who elect not to use accrued leave or who exhaust accrued leave shall be deemed to have a leave of absence without pay.

**Health and Dental Benefits**

An employee may elect to continue coverage under a University System of Georgia health insurance and/or dental insurance plan while they are performing order military service.

The military will provide primary medical and/or dental coverage for an employee while they are on active duty. The University System of Georgia will provide primary medical and/or dental coverage for a covered spouse and dependents, unless the covered spouse/dependents have primary coverage through another group plan.

For an employee who is called to full-time, active military duty, such action constitutes a qualifying event and permits an employee to make a change in their health and/or dental plan coverage. An employee must make a change in health and/or dental plan coverage within thirty-one (31) days of their activation date. If the required military service of an employer coincides with a University System of Georgia open enrollment period,

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