POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE
MILITARY LEAVE

POLICY SUMMARY

- An employee shall be granted military leave as specified within personnel policy or contract articles, provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness.
- In the granting of such leave, the University may require verification of an employee's military orders.
- Military leave may be provided with and without pay.

RELATED POLICIES, CONTRACT ARTICLES AND REFERENCES

A. Personnel Policies for Staff Members (PPSM) – employees not covered by representation: Absence from Work Policy

B. Implementation Guidelines for the University of California Policy on Supplement to Military Pay http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/military_pay_policies/index.html

C. Collective Bargaining Agreements

AUTHORITY

- Chancellor/EVC for leaves without pay for defense work.
- Supervisors for all other military leaves.

CRITERIA

Refer to University of California Policy
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/military_pay_policies/index.html

ELIGIBILITY FOR LEAVE AND PAY

- Employees shall be granted a military leave upon presentation of orders.
- Specific University service requirements must be met in order to receive regular University pay for up to 30 days per fiscal year for temporary and extended military leave.

- Once military leave parameters are exhausted, or employees who are not eligible, for military leave with pay may have such absence charge to accrued vacation or CTO, or the leave may be without pay.
- In cases of National emergency, the University may issue policies and guidelines to provide for supplemental military leave pay.

BENEFITS

- An employee granted military leave with pay shall receive all benefits related to employment that are granted when an employee is on pay status.
- An employee granted military leave without pay shall receive:
    - Retirement benefits and service credit in accord with the provisions of the applicable retirement system
    - Health plan coverage at the employee's request and expense for a limited period of time as described in the University Group Insurance Regulations
    - Other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns to University service at the conclusion of the leave in accordance with applicable Federal and State laws
    - Vacation and sick leave accruals and holiday pay only in accordance with those policies
- Employees granted extended military leave and leave for defense work will receive a lump-sum payment for salary, accrued vacation, accrued overtime, or CTO. Upon request, an employee may elect to retain accrued vacation on the records for up to 180 days. Sick leave is retained on the records until such time the employee resigns.
- Employees on emergency National Guard leave shall receive all benefits related to employment when an employee is on pay status. If not on pay status, the employee receives service credit but does not accrue vacation, sick leave, or holiday pay.
- The Benefits Office should be contacted regarding the impact of military leave on other benefits.

REINSTATEMENT

- Employees granted extended military leave and leave for defense work shall be reinstated with appropriate range adjustments, and merits for which they may have been eligible.

PROCESS OVERVIEW

RECORDING

- Military Leave with pay is recorded in the Pay Status Hours Section as according to the appropriate accruals that will be charged, if any.
- Otherwise, an employee may need to be placed on a “leave of absence” according to the Leave of Absence procedures.

HR SERVICE TEAM REPRESENTATIVE (HRSTR) PROCEDURE

Paper Based System:

Exempt Employees:

- Verifies that military leave hours are recorded correctly in the “Other Leave Used” section of the Leave Use and Accrual Record**.**

Non-Exempt Employees:

- Verifies that approved military leaves are coded correctly in the “Hours Actually Worked” and “Pay Status Hours” sections of the Attendance, Leave Use and Accrual Record.

CruzPay:

Exempt Employees:

- Validate the employee used the Military Leave paycode to record leave with or without pay on the timesheet on the actual date(s) the leave occurred.
- Leaves with or without pay for less than a day are not recorded.

Non-Exempt Employees:

- Validate the employee used the Military Leave paycode to record leave with or without pay on the timesheet on the actual date(s) the leave occurred.
- Verifies that approved military leaves are entered in ¼ hour increments.