

UC Davis Personnel Policies for Staff Members

Leaves

Section 45, Military Leave

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Responsible Department: Human Resources

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45.A. GENERAL

Note 1--Authority. Supervisors are authorized to grant military leave. The employee shall provide a copy of his or her orders that shows the purpose and dates of service. If the orders are not available, he or she may provide them at a later date.

45.C. PAY FOR LEAVE

Note 1--Part-Time Employees. A part-time employee shall receive pay in proportion to the average percent of full time worked during the 3 months prior to the leave.

Note 2--Supplement to Military Pay. After the 30 days of paid leave has ended, the University may pay a supplement to the military pay for some campaigns or operations. Guidelines, a pay worksheet, and the answers to common questions are on the Web at <http://www.hr.ucdavis.edu/Elr/Er/Military>.

45.D. REINSTATEMENT

Note 1--Title and Pay. The supervisor shall talk with Employee & Labor Relations to decide on the correct job title and pay rate when an employee comes back from extended military leave.

Information on the Uniformed Services Employment and Reemployment Rights Act (USERRA) is on the Web at <http://www.dol.gov/dol/compliance/comp-userra.htm>.

45.E. EFFECT ON BENEFITS

Note 1--Use of Accrued Leave. An employee may use accrued vacation or compensatory time at any time during military leave.

Note 2--Vacation Pay. When an employee goes on extended military leave, his or her accrued vacation shall stay on record unless he or she elects to be paid out (see Policy 41.D.6)