Military Leave and Service

System Regulation: 31.03.06
Approved: August 15, 2006
Most Recent Revision: March 8, 2016
Next Scheduled Review: March 8, 2021

Responsible University Office:
Human Resources

Responsible University Administrator:
Chief Human Resources Officer

A faculty member may volunteer for or be called to active duty in the state or federal reserve military forces, or may be required to report for military training. The university must allow a faculty member to take military leave and must provide certain benefits and job protection to a faculty member on military leave. A faculty member who has a budgeted appointment of less than 12 months is expected to fulfill training requirements during the period he or she is not scheduled to work. If training cannot be arranged during that time, the faculty member must include a statement explaining the circumstances with his or her leave request.

System Regulation 31.03.06 explains the specific circumstances in which a faculty member who undertakes military service is entitled to paid emergency leave, paid leave of absence, or unpaid military leave of absence; and describes benefits, and restoration and reemployment rights.