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## **MILITARY LEAVES FOR PERIODS OF ACTIVE SERVICE**

This policy covers all persons who serve in the Armed Forces, Army and Air National Guards, commissioned corps of the Public Health Service, and any other position designated by the President in a time of war or emergency.

Employees requesting paid military leave for active service, must submit a copy of their military orders to the Office of Human Resources. For a maximum of five years, the employee will be paid the difference between his or her regular compensation at the College and the compensation received while on active military duty. To receive such compensation, the employee must submit documentation of military pay to the Human Resources Office. In addition the employee should meet with a representative from the Human Resource Office to designate how the payroll check will be issued during his or her absence. After five years, the College will no longer pay the salary difference to the active duty employee.

Benefit coverage while on active duty military leave:

The following information should prove helpful for general planning; however, affected employees are encouraged to contact Human Resources

- Health insurance for employees is provided by the military during active service. Employees serving a period of less than 31 days who wish to continue health insurance with the College, may do so by paying the usual employee cost. Employees serving for a period of 31 days or more may continue their College health coverage for themselves and their families for up to 18 months from the date the leave began, by paying 100% of the total.
- College pension contributions, tax-deferred annuity contributions, life insurance, long term disability (LTD), and contributions to flexible spending accounts are suspended during the uniformed service leave period. Entering and/or leaving active service is a "qualifying event" which triggers the right to make benefit election changes. Employees will have the same rights as other employees who go on unpaid leave to continue their life insurance and long term disability payments through a direct billing arrangement. However, general exclusions for "acts of war" will continue to apply. Upon reinstatement, the employee will resume coverage without any new waiting periods or exclusions for pre-existing conditions.
- Upon reinstatement, time served during the uniformed services leave will be credited

toward satisfying any benefit and retirement plan waiting period and toward eligible service accrual.

- Vacation, personal leave and sick leave do not accrue while on leave.
- Tuition remission benefits will continue for spouses and children of employees during active service.

Eligibility for reinstatement following a period of service in the uniformed services is in accordance with Federal Law (Uniformed Services Employment and Reinstatement Act of 1994). Upon reinstatement, an employee's compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

