UT TYLER EMPLOYEE HANDBOOK

MILITARY LEAVE

Members of the National Guard or members of any of the armed forces reserves are subject to annual call to temporary active duty. Employees may be granted a leave of absence of no longer than fifteen work-days in any Federal fiscal year (begins October 1) in order to carry out required active duty. Employees are not removed from the payroll for the period of absence on annual military leave, and such leave in no way affects vacation or sick leave allowance. A copy of the military orders must be presented when requesting leave for active duty.

Any regular employee of the University ordered to extended active military duty shall, within five years of entry, be restored to the same or a like position upon honorable completion of service if he/she is still physically and mentally qualified to perform the duties. Application in writing for restoration must be made within ninety days after release from military service. Such individuals are considered to have been on leave of absence without pay. Under such conditions, Teacher Retirement coverage will remain intact with benefits frozen. Insurance may be maintained intact by continued premium payments, or may be placed in suspense to be reinstated upon return to employment. Vacation and sick leave accrued prior to the leave is frozen and no further vacation or sick leave is earned during the leave of absence.

For more information consult the: Military Leave Policy, 4.18.12, and Extended Military Leave Policy (USERRA), 4.18.13.

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