

# UIC HR POLICIES AND PROCEDURES

NUMBER  
807

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 3
SUBJECT Military Leave	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To communicate UIC policy relating to Military Leaves of Absence for UIC employees; to identify criteria for paid and non-paid military leaves of absence; and to ensure compliance with various Military Service Acts.

## SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff  
State of Illinois Statutes

## APPLICABILITY

UIC employees enlisted in the reserve components of the United States Armed Forces or the Illinois State Militia who are called for training or active duty

## POLICY

An eligible employee, who is a member of any reserve component of the United States Armed Forces or the Illinois State Militia up, shall be granted a leave for required training, as follows:

1. Annual Training: The employee shall continue to receive regular compensation as a University employee.
2. Special or Advanced Training: During leaves for up to 60 days during a University appointment year, if the employee's compensation for military activities is less than his or her University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities. The 60 days do not have to be consecutive.
3. Basic Training: If the employee's compensation for military activities is less than his or her University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities.

In the event an employee is called up for active duty, the employee shall receive leave with pay for up to thirty consecutive days. In the event the required annual training is extended beyond 15 calendar days or a call-up for active duty is extended beyond 30 calendar days, the employee will be granted leave without pay for such additional days or as mandated by Federal or State legislation.

Leave for service in the Armed Forces of the United States without pay shall be granted to an employee who enlists, volunteers for, or is inducted into such service. In the event the training service is requested by the employee, but not required by military authorities, the employee may be granted leave

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MANUAL Human Resources	SECTION Leaves and Absences	PAGE 2 of 3
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without pay.

An employee with a part-time appointment will be granted leave for annual training or emergency call-up with pay at a rate equal to either the employee's hours of absence times the employee's full hourly rate or the employee's benefit rate (percent time appointment) multiplied by the full-time schedule of hours in the pay period, whichever is less. The length of the Military Leave with pay will not exceed standards established by federal or state regulations for training activities required to maintain standing in the above military units.

Reemployment following discharge will be in compliance with the Service Men's Employment Tenure Act, the Military Selective Service Act, and the Employment and Reemployment Rights of Members of the Uniformed Services Act.

An employee will be restored to a position of like civil service seniority, status, and pay if (a) the employee's discharge is under conditions other than dishonorable, (b) he/she requests reemployment within 90 days after discharge, and (c) the employee is qualified physically and mentally to perform the duties of the position. If, as a result of the service in the Armed Forces, the employee is not physically or mentally qualified to perform the duties of such a position, the former employee will be restored to a position for which he/she is qualified to perform the duties and which will provide the employee the civil service seniority, status, and pay, or the nearest approximation thereof, consistent with the circumstances of the case.

## PROCEDURES

### RESPONSIBILITY

#### **Full or Partial Pay:**

1. Employee
2. Department/Unit Head
3. UIC HR Service Center

### ACTION

Provide copy of military orders to the employing unit.

Submits HR Front End transaction along with a copy of military orders to College and then the Human Resource Service Center. Civil Service: Report appropriate hours in Banner each pay period, if full or partial pay.

Completes PZAELOA, if partial pay. Enter code on PEAEMPL. Reports leave to SURS on their

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MANUAL Human Resources	SECTION Leaves and Absences	PAGE 3 of 3
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website for partial pay. For academic on partial pay, adjust Appt % on NBAJOBS.

## RESPONSIBILITY

### **Non-Paid:**

1. Employee
2. Department/Unit Head
3. UIC HR Records Officer

## ACTION

Provide copy of military orders to the employing unit.

Submits HR Front End transaction along with copy of military orders to College and Human Resource Service Center. Civil Service: Report "military leave unpaid" earn code for all regularly scheduled hours.

Completes PZAELOA.