



UT Health Science Center: HR0370-H Military Leave	
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No./Title: 370 – MILITARY LEAVE	Resp. Office: HUMAN RESOURCES	Effective Date: 04/01/1977
Category: Leave	Last Review: 08/31/2018	Next Review: 08/31/2021
Contact: Human Resources Office	 901.448.5600	 hr@uthsc.edu
Related Policies:		

OBJECTIVE

University employees are afforded the opportunity to continue employment with the University while fulfilling their military obligation and are provided appropriate re-employment opportunities.

WHO IS AFFECTED?

Regular employees of the University who receive orders to report for training or active duty in the armed services of the State of Tennessee or of the United States shall be entitled to military leave with pay for up to twenty working days per calendar year for reserve or training activity or for longer periods of time in accordance with any directives from the Governor. Such pay shall be made at the employee's regular rate of pay. Employees on military leave are entitled to continuation of their existing benefits but should contact the Benefits office to discuss costs and any required paperwork.

PROCEDURE

Requests for military leave must be submitted in writing to the supervisor and be accompanied by the official military orders. The supervisor initiates a PIF placing the employee on leave and submits the PIF along with the military orders to Human Resources.

The department has responsibility for initiating the PIF when an employee is reinstated from military duty.