

AUBURN UNIVERSITY

Employee Policy on Military Leave

I. POLICY STATEMENT

An eligible employee who is an active member of the National Guard, State Guard, Naval Militia or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard will be entitled to military leave of absence for training or other service (including short periods necessary to retain active reserve status or instances when one is called by the Governor to duty in the active service of the State). The employee must submit a request in advance for such leave, along with copies of his or her military orders, to the department head and the [Department of Human Resources](#).

II. POLICY PRINCIPALS

The first 21 working days of military leave per calendar year will be with full pay. Extended military leave (for more than 21 working days per calendar year) must be without pay and requires approval by the Assistant Vice President for the Department of Human Resources.

An employee who joins or is drafted into military service will be terminated from University employment but will be eligible for re-employment as prescribed in the Veterans Reemployment Rights law. In cases where the employee's period of active duty is less than six months, he or she will instead be placed on Leave Without Pay for the term of enlistment. Such employee is not eligible for paid military leave.

An employee may elect not to take military leave. Affected employees are not required to use annual leave in lieu of paid or unpaid military leave; however, they may elect to use accrued annual leave or earned comp time at their discretion.

Salary differential for employees activated during war on terrorism: If the military base pay of an employee called into active service for the war on terrorism, beginning September 11, 2001, is less than the salary he or she would have continued to receive if not called to active service, he or she may receive a salary differential (pursuant to Ala. Code § 31-12-5 (2002)) that is equal to the difference between the lower active duty military base pay and the higher University salary.