

# TEMPLE UNIVERSITY

## POLICIES AND PROCEDURES MANUAL

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**Title:** Employment and Reemployment Rights of Temple University  
Employees Who Serve on Active Military Duty

**Policy Number:** 04.14.11

**Issuing Authority:** Office of the President

**Responsible Officer:** President

**Date Created:** September 20, 2001

**Date Last Amended/Reviewed:** November 2015

**Date Scheduled for Review:** November 2020

**Reviewing Office:** Human Resources

### Scope of Policy

Temple University recognizes that National Guard and Reserve Component Forces may be called or ordered to active duty. This policy is established to facilitate their transition to and from active service.

### Policy

#### I. Leave of Absence

Any employee who is called to or enlists for active duty in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard, in response to call-ups to aid with our nation's security and defense needs, automatically shall be granted a leave of absence in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, for up to five (5) years. This leave can be extended if the national emergency continues beyond that period.

Except when required by military necessity or when it is otherwise impossible or unreasonable, an employee must give advance notice to his/her supervisor either orally or in writing of any need for a military leave of absence. A copy of the "official orders" must be submitted to the employee's supervisor as soon as possible after receipt by the employee.

Military leaves without pay for employees in collective bargaining units are governed by the terms of their respective bargaining agreements.

## II. Benefits

Any employee may use accumulated vacation or personal days prior to beginning the military leave of absence. For employees whose active service is 31 days or more, the University will continue the employee's health benefits coverage for a period of 30 days from the date military leave begins, after which time the employee will have the option of continuing such coverage at his/her own expense while on active military leave.

Applicable tuition benefits for dependent children and a spouse will remain in effect for the duration of an employee's military leave.

## III. Return to Employment

Upon completion of active military duty, the employee shall be restored to his/her former position or one of equal status and pay without loss of service credit or seniority, provided he/she returns to work within 90 days after honorable separation or discharge from active military service. The cumulative period of military service must not have exceeded five years.

The individual's original hire date will be maintained for determining length of service, including vacation entitlement. Pay increases and other benefits that accrue while the employee is on leave will be granted upon reinstatement to active employment.

## IV. Controlling Authority

This policy supersedes and replaces all previous policy statements of any University unit relating to employees called to active military service. This policy is subject to revocation, revision, or amendment at any time.

### Notes

1. Dates of official enactment and amendments:  
Approved by the President on September 20, 2001, superseding Presidential Policy I-22, Temple University Employees Who Serve on Active Military Duty During the Persian Gulf Crisis, dated January 22, 1991.
2. History:  
The previous version of this policy was designated as Presidential Policy Statement No. I-22, Temple University Employees Who Serve on Active Military Duty During the Persian Gulf Crisis.
3. Cross References  
Uniformed Services Employment and Reemployment Rights Act of 1994  
Temple University Employee Manual, 04.10.01  
Temple University Policy for Students Called to Active Military Service, 03.70.11