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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 307 Military Leave**

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RESPONSIBLE OFFICE

**Human Resources**

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## **307 Military Leave**

### **307.1 Definition**

Military Leave is an authorized absence from work that enables employees to fulfill military obligations as members of the United States Armed Forces (including National or State Guard) in accordance with the provisions of applicable federal and state laws.

### **307.2 Eligibility**

All regular, full-time employees and regular, part-time employees who must fulfill military obligations in the United States Armed Forces are eligible upon hire for Military Leave.

### **307.3 Length of Leave**

The length of a Military Leave is determined by the employee's military obligation. Military Leave will be granted for the period of time required under the provisions of applicable federal and state laws. This includes military reserve unit obligations of up to fifteen (15) calendar days in any one year.

### **307.4 Compensation and Benefits**

Eligible employees will be paid the difference between their regular pay and the amount of military pay received from the government (exclusive of travel pay) for a maximum of eleven (11) workdays in a calendar year. Employees are not eligible for payment if their military pay exceeds their regular pay for the number of workdays involved in the leave.

Employees who are required to take more than eleven (11) workdays in a calendar year to fulfill their military obligations must charge the additional time off to Unpaid Time Off, or Leave of Absence—Personal. In such cases, employees are subject to the provisions of the individual policy statements to which the time is charged.

Reservists who are on active military duty will receive the difference between their regular pay and the amount of military pay received from the government (exclusive of travel pay) for a maximum of four (4) weeks for hourly paid employees and one (1) month for monthly paid employees.

Employees on approved absences to fulfill military obligations maintain their regular benefits provided that the absence is not taken as an unpaid leave of absence for personal reasons (see Leave of Absence—Personal). This applies to employees who are on "Unpaid Time Off" (less than ten consecutive workdays).

### **307.5 Requests and Approvals**

Employees must submit a written request for Military Leave to their immediate supervisor at least two (2) weeks in advance of the requested time off. The two (2) week requirement may be shortened in unusual situations. Requests should contain a copy of the employee's official orders that define the purpose and dates of the military obligation.

Supervisors are responsible for obtaining departmental decisions and communicating them in writing to the employees. Approvals must clearly define the duration of the absence and the date the employee is expected to return to work. Department Heads are authorized to approve requests for Military Leave.

### **307.6 Other Provisions**

Requests for military leaves of absence beyond fifteen days must be reviewed and approved by the Chief Human Resources Officer or designee.

Upon completion of an approved Military Leave, an employee must submit to his or her supervisor official evidence of military pay that details the employee's payment from the government.

Applicable federal and state laws govern Boston University's policy and conduct regarding military leaves.

### **307.7 Related Policies**

- 301 [Vacation Leave](#)
  - 303 [Personal Days](#)
  - 309 [Compensatory Time Off](#)
  - 312 [Family and Medical Leave \(FMLA\)](#)
  - 313 [Unpaid Time Off](#)
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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [301 Vacation Leave](#)
  - [303 Personal Days](#)
  - [309 Compensatory Time Off](#)
  - [312 Family and Medical Leave \(FMLA\)](#)
  - [313 Unpaid Time Off](#)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

Categories: Employment, Non-Represented Staff Keywords: allow, authorize, Employee Handbook, military, military leave