

MILITARY LEAVE

I. Purpose

The purpose of this policy is to establish procedures for the accrual and granting of military leave for service members who are employed at any campus, division or unit of the University of Arkansas System.

II. Twelve-month Employees

Twelve-month employees who are members of the National Guard or the Reserve Component of any of the branches of the Armed Forces of the United States, shall be granted a maximum of 15 days leave each calendar year for annual training requirements or other duties performed in an official duty status. Such leave shall be granted without loss of pay and in addition to regular leave time. Unused portions of military leave will be carried over into the succeeding calendar year with a maximum of 30 military leave days available in any one calendar year.

III. Nine-month Employees

Nine-month academic and administrative employees are encouraged to take any needed military leave during the three months they are not under appointment to the University.

IV. Requests for Military Leave and Reemployment

Each employee who requests military leave shall furnish a copy of his or her orders to the employee's vice president or vice chancellor or other University official responsible for the employee's department or academic unit. An employee who is recalled to active duty in the Armed Forces of the United States or who volunteers for military service that would exceed the employee's accumulated leave shall be placed on extended military leave without pay. For an employee whose tour of military duty is more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days of the effective date of his or her release from active duty. For an employee whose tour of duty exceeds 181 days, the employee must submit an application for reemployment within 90 days of the effective date of his or her release from active duty. Employees who comply with the terms of this policy and the Uniformed Servicemembers Employment and Reemployment Rights Act (USERRA) shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges associated with their employment. An employee who accumulates five years of military absence as defined by USERRA forfeits his/her reemployment rights.

V. Emergency Duty

Military personnel called to duty by the Governor or by the President of the United States in emergencies, as defined by A.C.A. § 21-4-212(c), shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time but not in addition to regular military leave. Additionally, employees whose tour of duty exceeds 30 days may be eligible for proportionate salary payments in accordance with A.C.A. § 21-5-1202.

May 21, 2020
(originally part of 420.1 and 420.2)