



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:24

Leaves of Absence – Military Leave

COVERED EMPLOYEES

- All Employees

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-501. General Provisions Relating to Leaves of Absence. The University provides various leaves of absence for eligible employees. An eligible employee may apply for the following leaves of absence: Sabbatical, Medical, Unpaid Personal Leave, Family and Medical Leave Act (FMLA), Military, Political, or Jury Duty except as required by law. (The policies related to time off for vacation, holidays, and funeral/bereavement issues are covered by Section 6-7.)

The President or his/her designee will establish policies and procedures related to leaves of absence. Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA).

Sec. 6-502. Types of Leaves of Absence.

5) Military Leave of Absence: All University employees required to perform military service will be granted a leave of absence for training or active duty. Military leave is unpaid unless the employee is eligible for military duty pay under the Board of Trustees [Military Duty Pay](#) policy.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. General Procedures Relating to Leaves of Absences:

- A. If on a paid leave, an approved 30 day unpaid personal leave, a sabbatical leave or an approved FMLA leave, health coverage will continue on the same basis as if the employee was working. The employee will be given the option

- to continue his/her own coverage on a self-pay basis through the provisions of COBRA after his/her health coverage with the University ceases. Other applicable benefits, such as retirement contributions, sick/vacation accrual, will be prorated based on the number of hours worked and/or paid.
- B. An employee receiving long-term or short-term disability benefits is not considered to be on a University paid leave.
 - C. The maximum length of a leave of absence will vary based on type of leave of absence, the provisions of any applicable collective bargaining unit agreement, the personnel policies, FMLA, etc.
 - D. The conditions of reinstatement upon returning from a leave will be dependent upon the terms of the specific leave of absence, the appropriate collective bargaining unit agreement or personnel policy, and/or in accordance with federal or State law.
 - E. While on a leave, the employee will be expected to make periodic contact with his/her supervisor and advise supervisor of any change in his/her circumstances related to the leave.
 - F. An employee on an authorized leave of absence will be retained on the personnel roster of the University for the duration of the leave.
 - G. Unless specified otherwise, upon completion of the leave, the employee will be reinstated to the same or a comparable position as that held previously if such position is available. If no such positions are currently available, the employee will remain on an unpaid preferential assignment list for a period of one year. Employees returning from military leave will be treated in accordance with state and federal law. Employees on sabbatical will return to the position held prior to sabbatical.
 - H. Employees on unpaid leaves of absence will not accrue sick or vacation time, unless otherwise provided in this subpart.

II. Military Leave

- A. Employees requesting military leave must present proper documents to the department supervisor who will notify HR and Payroll.
- B. Military leave will be unpaid unless the employee meets eligibility requirements as defined in the Board of Trustees [Military Duty Pay](#) policy.
- C. If an employee who is a member of a collective bargaining unit is called to active military duty, the provisions of this policy shall be subject to the applicable [collective bargaining agreement](#).

RESPONSIBILITY

Employee: Request the appropriate leave, complete required forms as applicable, and provide updates as needed, relating to the situation.

Supervisor: Comply with policies, report leaves to appropriate University offices, etc. Report Military Leave eligible absences to Human Resources.

Refer Questions To: *Human Resources*