

Benefits and Privileges: APM - 751 - Leaves of Absence/Military Leave

751-0 Policy

All academic appointees shall be eligible for military leave of absence without pay. In addition, an academic appointee shall be entitled to receive salary or compensation for the first thirty (30) calendar days while engaged in the performance of military duty provided the appointee has been continuously in the service of the University a full year (twelve (12) months) immediately prior to the commencement of military leave.

751-8 Types

The following types of military leave may be granted to academic appointees:

- a. Reserve training leave for inactive duty, such as weekly or monthly meetings or weekend drills.
- b. Temporary military leave, when ordered to active duty, for training for a period not to exceed one hundred and eighty (180) calendar days, including time spent traveling to and from such duty.
- c. Extended military leave, when an academic appointee enlists or is ordered into active-duty service of any length or active-duty training in excess of one hundred and eighty (180) days, or is ordered into active federal military duty as a member of the National Guard or Naval Militia. Such leave will be granted for a period not to exceed five (5) years, unless otherwise required by law. In addition, leave will be granted for a period up to six (6) months from the date of release from duty.
- d. Emergency National Guard leave, when an academic appointee who as a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency. An academic appointee who as a member of the National Guard is called to active federal military duty at the request of the President of the United States is not eligible for emergency National Guard leave, but will be granted extended military leave.
- e. Civil Air Patrol leave, when an academic appointee who as a volunteer member of the Civil Air Patrol is directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Such leave will be granted for a period not to exceed ten (10) days per calendar year, provided that an academic appointee has been employed by the University for the ninety (90) days immediately preceding the commencement of leave.
- f. Physical examination leave, when an academic appointee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency.

751-16 Restrictions

For academic appointees holding an appointment with a specified ending date, a military leave shall not be approved beyond the ending date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted.

751-17 Notification Requirements

- a. An academic appointee must provide advance verbal or written notice of the need for military leave unless notice is impossible, unreasonable, or precluded by military necessity.
- b. An academic appointee is expected to provide as much advance notice as possible of their anticipated date of release from duty and return to work.

751-19 Pay During Military Leave

- a. Academic appointees who are granted military leave are entitled to their regular University pay for the first thirty (30) calendar days in a fiscal year, provided that:
 - 1) The appointee has completed twelve (12) months of continuous University service (with all full-time military service included when calculating this University service requirement) immediately prior to the granting of the leave, and
 - 2) The aggregate of payments for all types of military leave, except emergency national guard duty, do not exceed thirty (30) calendar days in any fiscal year.
- b. An academic appointee serving on active duty in a military campaign in support of an ongoing overseas military mobilization campaign may be eligible for supplements to their military pay under [the Presidential Policy on Supplement to Military Pay](#) so long as policy is still in effect. Benefits under this policy are subject to a two (2)-year lifetime limit.
- c. Accrued vacation leave may, at the appointee's option, be used during a military leave that would otherwise be unpaid.

751-21 Benefits During Military Leave

- a. An academic appointee granted military leave with pay will receive all benefits related to employment that are granted when an academic appointee is on pay status.
- b. An academic appointee granted military leave without pay will receive:
 - 1) retirement benefits and service credit in accord with the provisions of the applicable retirement system;

- 2) health plan coverage at the employee's request and expense for a limited period of time as described in the University Group Insurance Regulations;
- 3) other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns at the conclusion of the leave in accordance with applicable federal and state law; and
- 4) vacation and sick leave accruals and holiday pay only in accordance with policy ([APM-730-Vacation](#), [APM - 710-Sick Leave/Medical Leave](#), and [APM - 720-Holidays](#)).

751-23 Reinstatement

The following criteria shall apply to the reinstatement of academic appointees following release from military service.

- a. Reinstatement shall be effective on a date to be determined by agreement between the person on leave and the appropriate University appointing authority. The reinstatement should be made as soon as possible after the appointee's services become available to the University.
- b. The academic appointee will be reinstated in accordance with applicable federal and/or state law.

751-24 Authority

Chancellors approve military leave of absence as provided in APM - 751-8.

Revision History

July 1, 2021:

- Substantive revisions to update language and to comply with the University's Supplement to Military Pay policy.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).