



7.5 Military Leave

Policy Statement

For the purpose of this policy, ordered military duty shall mean any military duty performed in the service of the State or the United States, including, but not limited to, service schools conducted by the armed forces of the United States. Such duty shall be deemed "ordered military duty" regardless of whether the orders are issued with the consent of the employee (BOR March 10, 2004, revised in this manual 3/25/04).

- Leave of Absence - An employee who receives orders for active military duty shall be entitled to absent himself or herself from his or her duties and shall be deemed to have a leave of absence with pay for the period of such ordered military duty, and while going to and returning from such duty, not to exceed a total of 18 workdays in any one federal fiscal year (October 1 - September 30) (as authorized by Georgia Law O.C.G.A. § 38-2-279[e]). At the expiration of the maximum paid leave time, continued absence by the employee shall be considered as military leave without pay. The employee shall be required to submit a copy of his or her orders to active military duty.
- Emergency Leave of Absence - Notwithstanding the foregoing leave limitation of 18 days, in the event the Governor declares an emergency and orders an employee to State active duty as a member of the National Guard, such employee while performing such duty shall be paid his or her salary or other compensation as an employee for a period not exceeding 30 days in any one federal fiscal year.

Military differential pay

The Board of Regents Policy now allows for University System of Georgia institutions to implement a program to provide eligible employees with military differential pay, extending the current 18 -30 days of paid military leave up to a period of 12 months. It is the responsibility of the department to notify employees called to active duty to include military training that they may be eligible for differential pay. It is the responsibility of the employee to request differential pay for periods of leave without pay for military service or required training and provide military leave and earnings statements, pay vouchers or similar documents covering the period for which differential pay is being requested. The department will determine if military pay is less than the UGA annual salary. The full text of BOR Policy 8.2.7, Leave can be accessed at the following

link: <http://www.usg.edu/policymanual/section8/C224/#p8.2.7> leave

Payment of Annual Leave - After an employee has exhausted his/her paid military leave, an institution may pay the employee for his/her accumulated annual leave. [UGA clarification: The employee may choose to either use accrued annual leave, or retain a leave balance and go on a leave without pay status.]

Policy definitions

Eligible Ordered Military Duty:

Army, Navy, Marine Corps, Airforce, Coast Guard and the commissioned corps of the Public Health Service. The Army National Guard and Air National Guard when performing active or inactive duty training or full-time National Guard duty. Any other category of persons designated by the President during a period of war or national emergency.

A member of the Georgia State Defense Force ordered to duty.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

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Policy Dates

Effective Date:

Date Last Updated: 06/14/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: