

# Military Leave Policy

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## SECTION I. PURPOSE

The University provides eligible employees with time off from their regular work schedule for certain types of active or inactive military duty according to the following policy and applicable law.

## SECTION II. SCOPE AND APPLICABILITY

All employees who are members of the National Guard, reservists called to active or training duty or who provide services in the Armed Forces are eligible to take leave under this policy starting on their first day of employment. Union employees should refer to their collective bargaining agreement for specifics.

## SECTION III. POLICY

- The University will comply with USERRA with respect to all military leaves. Information about employee rights under USERRA is available [here](#).
- Members of the National Guard or organized reserves are eligible for required military training leave each year. The University will reimburse the employee the difference between the military training pay and the employee's regular University salary for up to 80 hours per year, prorated based on FTE (full time equivalency). This paid military training leave up to 80 hours annually is in addition to an employee's regular vacation or PLT allocation.
- Military training leave in excess of 80 hours annually will be considered a leave of absence without pay and will be handled according to the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- See the Human Resources Office for special circumstances.

For questions regarding military leave, contact the [Benefits Office](#) at [benefits@stthomas.edu](mailto:benefits@stthomas.edu) or 651-962-6520.

References: MN Stat. Sec. 192.34 and USERRA, 38 U.S.C. § 4301 *et. seq.*