



## Policy 2.51

### Military Leave and Vacation Pay

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Payroll

**Effective Date:** January 01, 2008

**Last Revision:** September 14, 2017

#### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Definitions
- V. Related Links
- VI. Contact Information
- VII. Revision History

#### Overview

The University provides military leave to employees in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and Georgia law. USERRA provides guidelines for employees who elect military leave and for the prompt reemployment of employees who left employment to perform military training or service in one of the uniformed services and who have completed such service under honorable conditions.

#### Applicability

This policy applies to all employees enrolled in the uniformed services. The uniformed services include the Armed Forces, the Army National Guard, the Air National Guard (when engaged in active duty for training, inactive duty training, or full-time National Guard duty), the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

#### Policy Details

##### 2.51.1 Military Leave

Employees who enter the uniformed services are entitled to military leave of absence (LOA) without pay for a period not to exceed five years.

The employee is required to provide notification to their Human Resource Representative as soon as reasonably possible of the need for military leave. In addition, the employee should complete a Leave of Absence Request Form and provide copies of appropriate military orders or other supporting documentation for situations that do not warrant military orders.

Review Human Resource Policies and Procedures including the Human Resource Policy on Military Leave on the web.

##### 2.51.2 Vacation Pay

In accordance with federal law, employees are not required to use vacation leave for military leave. However, employees may elect to use their vacation leave. Employees must request in writing through Human Resources to use unused vacation leave balances or take leave without pay for the entire leave period.

Review Human Resources Policies and Procedures on the web for additional information.

## Definitions

*Leave of Absence (LOA)*: Official permission to be absent from work or duty as in that granted to military or salaried personnel.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.51>
- [Leave of Absence \(LOA\) Request Form](http://www.hr.emory.edu/eu/docs/non-medical-leave-request-form.pdf): (<http://www.hr.emory.edu/eu/docs/non-medical-leave-request-form.pdf>)
- [Human Resources](http://emory.hr.emory.edu): (<http://emory.hr.emory.edu>)
- [Human Resources Policy on Military Leave](http://policies.emory.edu/4.75): (<http://policies.emory.edu/4.75>)
- [Human Resources Action Form \(HRAF\)](http://www.hr.emory.edu/eu/hrreps/hraf/hrafmanual.html): (<http://www.hr.emory.edu/eu/hrreps/hraf/hrafmanual.html>)
- [Human Resources System](https://psofthr.cc.emory.edu): (<https://psofthr.cc.emory.edu>)

## Contact Information

Subject	Contact	Phone	Email
Vacation Pay	Payroll Department	404.727.6100	payroll@emory.edu
Human Resources Benefits	Benefits	404.727.7611	N/A

## Revision History

- Version Published on: Jul 31, 2013 (*Updated the HR PeopleSoft/Self-Service System link per Mary Dial's req*)
- Version Published on: Jul 31, 2013 (*Updated "Related Links"*)
- Version Published on: Jan 08, 2013 (*Updated broken links*)
- Version Published on: Mar 13, 2009 (*Original Publication*)

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