



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2006	Policy Title:	Military Leave
Effective:	08/01/2018	Responsible Office:	Human Resources
Date Approved:	07/09/2018	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	Prior to 2007	Responsible University Official:	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-2006.1 – Policy Statement

The University is committed to supporting its employees’ fulfillment of their annual, several-week military training/reserve obligation, as well as those called to active-duty military service. Upon confirmation of military pay, the University will pay the difference between the employee’s regular base salary and base military pay for training and/or active duty. Alternatively, the employee may choose to use vacation time while on training or active duty to receive full pay from the University in addition to the military pay. If an employee is called to active-duty military service, the University will afford all reemployment rights, compensation and benefits provided for by the [Uniformed Services Employment and Rights Act of 1994](#), and other applicable federal or state law.

HRM-2006.2 – Applicable Regulations & Accreditation Standards

[Uniformed Services Employment and Rights Act of 1994](#)

RELATED POLICIES:

No related policies

HRM-2006 – Military Leave

POLICY BACKGROUND:

Revised policy reviewed by President's Cabinet prior to approval on 07/09/2018

Original policy in existence prior to 2007

POLICY CONTACTS:

Chief Human Resources Officer