



## REG - 80.02.13 - MILITARY LEAVE POLICY

Authority: Chancellor

Responsible Office: Human Resources

Number: REG - 80.02.13 - MILITARY LEAVE POLICY

History: Effective: January 1, 2007; Reformatted/Updated: December 9, 2013; BOT Approval: September 30, 2014; Reformatted: May 10, 2016

Related Policies/Sources: [Office of State Human Resources Manual Section 5 Page 87](#), [Office of State Human Resources Manual Section 4 page 119](#), [UNC Policy 300.2.8](#),

Contact Info: Department of Human Resources, 919-530-6334

### 1. Purpose

The purpose of this policy is to provide uniform guidance regarding the use of Military Leave.

### 2. Scope

All EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments, and all faculty assigned to benefit accruing positions are covered under these provisions. Although temporary EHRA and SHRA employees are not eligible for benefits, they are covered under “Section 4, Reinstatement” of the Office of State Human Resources’ policy on military leave.

### 3. Policy

3.1 Leave for certain periods of service in the uniformed service will be granted in accordance with the provisions below.

#### 3.1.1 Active and Inactive Duty Training

3.1.1.1 Leave with pay may be granted for up to 120 working hours per federal fiscal year (Oct 1 --- Sept 30) for any type of active military duty for members of reserve components of the U.S. Armed Forces (including National Guard) who are not on extended active duty. May apply to weekend

"drills" only if such drills occur during an employee's regular work schedule.

### 3.1.2 Reserve Active Duty

3.1.2.2 When ordered to State or Federal active duty, or as an intermittent disaster-response appointee upon activation of the National Disaster.

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