



University of San Diego

## Quick Reference Guide Military Leave – Staff and Administrators

This guide is intended to be a summary of your benefits under USD's Military Leave policy. Please refer to Section 2.3.10 in the Policy & Procedure manual for full details of this program.

### **Purpose**

Provides eligible employees with up to two weeks paid leave to fulfill their military assignment.

### **Eligibility**

Benefit based staff and administrative employees.

### **Duration of Leave**

Maximum of two weeks of paid leave. The employee must return to work immediately following the completion of military duty, allowing for reasonable return travel and an 8-hour rest period. Leave beyond two weeks will be governed under state and federal military leave laws. Generally, the maximum time permitted for military leave will not exceed 5 years except where provided by state and federal laws.

### **Compensation and Benefits During Leave**

**Leaves of two weeks or less:** USD will pay the eligible employee the difference between the military pay received and their regular base salary during the time leave is taken. There is no effect on your benefits during a paid military leave.

**Leaves over two weeks:** Unpaid except when employee requests accrued vacation time. For leaves of less than 31 days, employees are responsible for their portion of the premium costs for benefits. For leaves over 30 days, employees are responsible for the full cost of benefits under COBRA and may maintain the COBRA coverage for up to 24 months.

### **Your Responsibilities**

Provide your department supervisor and Human Resources/Benefits with the following before and after your leave:

- Advance notification of need for leave prior to the beginning of your scheduled military leave.
- A copy of your military orders must be provided to document your need for leave.
- A copy of your discharge papers to document the end of your military assignment.
- A statement of your military pay.

### **Who to Contact with Questions**

Contact the Benefits staff in Human Resources with any questions regarding Military Leave.

- Shalom Robson – Benefits Specialist (619) 260-2718
- Sue Pillsbury-Barton – Benefits Specialist (619) 260-2737
- Lily Skyer – Benefit Programs Manager (619) 260-2719