



Guide to Military Leave at Tulane University

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is the federal law that establishes rights and responsibilities for members in the uniformed services, and their civilian employers. USERRA affects employment, reemployment, and retention in employment when employees serve in the uniformed services.

Regular Military Leave of Absence

The University provides a pay differential to preclude a loss of earnings while on a military leave of absence for up to 30 days. The University will pay you the difference between your regular University pay and the amount you are paid by the uniformed service, including all entitlements and allowances for which you are eligible to receive.

You will continue to accrue vacation and sick time during this 30 day period, and will remain enrolled in University benefits during this period.

Extended Military Leave of Absence

In the event you are required to perform active duty service in the uniformed services for more than 30 days, you may request an extended military leave of absence.

You may continue to be covered by Tulane's group health plans on the same terms that are applicable to active employees while on an extended military leave of absence.

Reemployment

You are entitled reemployment rights and benefits provided:

- You gave advance notice of the impending service.
- You have been away five years or less due to military obligations (excluding exemptions).
- You return to work in a timely manner as defined by USERRA; and,
- You have not been separated from uniformed services with a disqualifying discharge or under other than honorable conditions.

Upon returning to work you will be restored to the benefits that you would have accrued if you had remained an active employee in accordance with USERRA as described below.

- Vacation and sick leave accruals will be adjusted to reflect what you would have accrued had you been at work.
- If you were participating in the 403(b) retirement savings plan, the employer contribution will be adjusted to reflect what you would have had contributed had you been at work.
- You will receive the budgeted amount of annual increase(s) to your yearly salary that you would have been awarded had you been at work.

What to Do Before Military Leave

- Give notice as soon as possible to your supervisor and provide a copy of your duty orders to your supervisor.
- Notify the Payroll department at WFMO if you require pay differential for a military leave of absence for up to 30 days.
- If on extended military leave, notify the Benefits department at WFMO if you would like to continue your benefits while on extended military leave.

What to Do After Military Leave

- Report back to work in a timely manner as defined by USERRA.
- Notify the Benefits department at WFMO when you return to work.

Call the Workforce Management Office at (504) 865-5280 with any questions.