



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 70.54, **Military Emergency Leave**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSCEP OP) is to establish military emergency leave for regular faculty and staff employees called to active duty during a national emergency to serve in a reserve component of the armed forces of the United States under Title 10 or 32, United States Code.

**REVIEW:** This HSCEP OP will be reviewed on April 15 of each even-numbered year (ENY) by the Executive Director for Human Resources (EDHR). Recommendations for revisions will be submitted to the Chief Financial Officer by May 1.

### **POLICY/PROCEDURE:**

#### **1. General Policy**

\*In accordance with §661.9041, Government Code

The president and chancellor authorize sufficient emergency leave as differential pay for regular faculty and staff employees called to active duty during a national emergency to serve in a reserve component of the armed forces of the United States under Title 10 or 32, United States Code, whose gross military pay is less than the gross TTUHSCEP salary at the time of call to active duty. Military emergency leave will be granted for the duration of eligible active duty service. Normal military training or attendance of military schools does not qualify for granting of military emergency leave.

#### **2. Procedure**

- a) Employees who are called to active military service as described above must provide a copy of their orders to active duty to their department administrator and a copy to Human Resources office.
- b) Annual military or emergency mobilization leave under HSCEP OP 70.01 should be used prior to being granted military emergency leave.
- c) Upon notification, the department will prepare a Leave Without Pay Form placing the employee on military leave and attach a copy of the orders.
- d) Any vacation time used prior to reporting to active duty must be reported through Web-time entry for non-exempt employees or Web-leave report for exempt employees.
- e) The employing department will instruct employees called to active duty to contact the EDHR. The EDHR will advise the employee of information needed by TTUHSCEP during the employee's active military duty and will coordinate the review of TTUHSCEP insurance coverages for comparison with his or her military insurance benefits. Activation in military service is considered an ERS qualifying life event, and employees may elect to discontinue coverage in the state insurance plan until they return to full employment
- f) The employee is responsible for furnishing copies of his or her military leave and earnings statements (LES) for each military pay period to: Executive Director of Human Resources.
- g) Upon receipt of the LES, the EDHR will calculate the difference between the employee's military pay and his or her regular TTUHSCEP pay for each pay period, in accordance with

instructions from the state auditor's office and directives from the state comptroller. The EDHR will prepare and authorize a payment form that will be forwarded to the Payroll Department.

- h) Employees who are granted military emergency leave will accrue sick and vacation leave for each month they are entitled to military emergency leave. The sick and vacation leave hours will be accrued, but the employee will not be eligible to use or be paid for the accruals until after returning to active employment with TTUHSCEP.
- i) Upon release from active duty, the employee should present a copy of the orders releasing him or her from active duty; the department will prepare a Leave Without Pay form returning the employee to regular employment with TTUHSCEP and will attach a copy of such orders.

### **3. Right to Change Policy**

TTUHSCEP reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without consent of employees.