

## **Procedures for Recording Military Leave Training and Military Leave-Active Duty**

- The policy on Military Leave can be found under [BOR Policy VII-7.23](#) (Policy on Military Leave with Pay for Administrative and Classified Personnel, Effective 2/28/1992)
- This policy applies to Nonexempt and Exempt Regular employees.
- The employee must be a member of the organized Militia, or of the Army, Navy, Air Force, Marine or Coast Guard Reserve.

### **For Military Leave Training**

- Military Leave is a paid leave that allows an employee, under certain circumstances, to be absent from work at the university without loss of pay or without charge to the employee's accrued leave.
- An employee is entitled to 15 days (prorated based upon the employee's FTE) of paid leave for Military Training each calendar year.
- The Employee **or** Supervisor records Military Leave on their time records for the appropriate days used (up to 15) for military training.

### **For Military Leave for Active Duty**

- An employee who is on active military duty or activated for military duty shall provide military order verification (including the employee's name, dates for activation, and purpose type of activation) to their employing unit.
- The employee must first use the 15 days of Military Training leave, before starting additional Military Leave for Active Duty.
- Employees eligible to receive Military Leave for Active Duty can elect to use paid accrued leave (annual, personal and/or holiday leave) prior to using Military Leave for Active Duty.
- The amount of compensation while on Military Leave for Active Duty shall be the amount by which the employee's state base salary exceeds the employee's active duty base salary paid by the Federal government. (See worksheet)
- The employee shall continue to earn Annual, Personal, Holiday and Sick Leave on a prorated basis for only the hours paid by the state during the period of Military Leave for Active Duty.

- The USM Administrative Leave-Active Military Duty Worksheet should be used to calculate the number of leave hours to be paid to the employee. This form is located on UHR website at [www.uhr.umd.edu](http://www.uhr.umd.edu) under Benefits/Forms.  
[http://www.uhr.umd.edu/documents/military\\_administrative\\_leave\\_form.pdf](http://www.uhr.umd.edu/documents/military_administrative_leave_form.pdf)

**To Complete the Active Military Duty Worksheet (To be completed by the employing unit)**

- **Complete the top portion of the form** including the employee demographic information, campus unit, and active duty dates, then follow these steps:
  1. **Enter employee's current state bi-weekly salary.**
  2. **Enter employee's current bi-weekly military salary.**  
(Do not include allowances, shift or hazard pay)
  3. **Enter bi-weekly salary difference** - difference between state bi-weekly salary and the military bi-weekly salary. (If #2 is greater than #1 enter 0 as the total. If #2 is less than #1, subtract #2 from #1 to get the total difference in salary).
  4. **Enter employee's current state hourly rate.**  
(State Hourly rate is the State bi-weekly salary divided by the number of regular work hours)
  5. **Enter the administrative (military) leave hours** eligible per pay period.  
(Divide #3 by #4 to get the number of hours the employee will be compensated each pay period).
  6. **Enter start date for administrative leave**
  7. **Enter end date of active military leave.**
  8. **Enter the return to work date.**
  9. **Enter total military leave hours used**  
(Multiply the number of admin paid leave hours by the number of pay periods).
- To record Military Leave for Active Duty on the employee's PHR timesheet, the supervisor will record the appropriate amount of military leave hours on the employee's time record each pay period based on the number of hours determined in item #5 above.

**Example:**

- Current state bi-weekly salary = \$1,500
- Military state bi-weekly salary= \$1,000
- Bi-weekly difference = \$500
- Current state hourly rate =  $\$1,500/80 = \$18.75$
- Administrative leave hours =  $\$500/\$18.75 = 26.66$ , which equals 26 hrs and 40(.66 x 60) mins.
- The supervisor will then record 26 hrs and 40 mins of paid Military Leave on the PHR time record each pay period to compensate the employee for the difference in State versus Military pay. The remaining normal work hours should be recorded with Active Military Leave **Unpaid**.
- State health benefits (Medical, Prescription and Dental) may be continued at no cost to the employee for the duration of his/her active military duty status. To continue benefits while on Leave of Absence, the employee should contact UHR Benefits Office at (301-405-5654) to complete the necessary paperwork.
- It is then the employee's responsibility to notify his/her supervisor of the termination date of the active military duty. Military Leave for Active Duty will cease based on the termination date of the employee's military orders or upon deactivation, whichever is earlier.

**A copy of the Administrative Leave for Active Military Duty Worksheet must be sent to the UHR Benefits Office when military leave begins and immediately after employee returns to work to the UHR Benefits Office. The original form should be retained in the department.**