Military Leave/USERRA

Extended Military Leaves

Employees inducted or enlisted to full-time active duty in the United States Armed Forces and members of the Reserve or National Guard will be granted leave without pay or benefits. The length of leave is prescribed by the laws at the time leave is requested. Employees must return within 90 days after discharge or will be considered to have voluntarily resigned.

Military Reserve Training Leaves

Employees may take a leave of up to 10 work days per year for 2-week training, cruises, or other special training duty with the Military Reserve of the National Guard. Employees are paid the difference between their regular University pay and their base military pay for up to 10 University work days per calendar year. Employees are only compensated for this leave if they have successfully completed the University’s 90-day orientation period.

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

The University will comply with all provisions of the Uniformed Services Employment and Reemployment Rights Act (“USERRA”). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service.

Qualified employees have the right to be reemployed if an individual leaves employment to perform service in the uniformed service and provides advance written or verbal notice of the service, has five years or less of cumulative service in the uniformed services while employed by the University, returns to work in a timely manner after the conclusion of service (within 90 days) and has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Please direct any inquiries to Human Resources at hr@roosevelt.edu.