




National University of Health Sciences General Policies

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President	Date			

POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to provide a military leave of absence or short-term (reservist training) leave of absence for an employee who enters active military duty in the Armed Services Reserve or the National Guard. This policy follows the guidelines established in the Uniformed Services Employment and Reemployment Rights Act Publication dated February 2005 (USERRA). <http://www.dol.gov/elaws/userra.htm>.

Procedures

An employee requesting a leave of absence to meet military requirements shall be granted such leave according to conditions described in the USERRA bulletin. The employee must present written evidence to his/her immediate supervisor of military orders in order to be considered for a military leave of absence. An employee's military leave of absence must be recommended by the supervisor and approved by the Vice President for Administrative Services.

In accordance with state and federal law, employees on military leave may elect to continue enrollment in the University group health insurance plan, provided premiums are paid. Employees returning from military leave must provide the University timely notification of their intent to return to their position.

The University may require documentation that the person's application for reemployment is timely and that the person's discharge from uniformed service was under honorable conditions.

In accordance with state and federal law, employees, upon their return, will be reinstated to their former positions or at a comparable position without loss of seniority, status, or pay rate. In some situations, reemployment may not be possible, such as when there has been a significant change in circumstances, such as if reemployment would impose an undue hardship on the University or department, or if the person's employment was temporary in nature.

A leave of absence will be granted to national guard/reservists to attend military training for a maximum period of two (2) weeks annually. Such leaves generally will start no earlier than two (2) days in advance of the start of training and end within two (2) days following the end of same.