



## Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 11.9

Effective August 13, 2009

### Letter from the President

## Military Leave

### Rules and Regulations

### **Employees covered by this policy**

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

### Adjunct Handbook

 Print using your browser's print function.

### Faculty Handbook

 Print using your browser's print function.

### Staff Handbook

 Print using your browser's print function.

### **Policy**

An employee requesting uniformed services leave with pay must provide written documentation to her/his supervisor at least two weeks in advance of the scheduled training or service, specifying the reason and duration of the leave.

Employees who are members of the National Guard or Reserve units will be granted uniformed services leave with pay not to exceed fifteen regular work days in any calendar year. Travel time required for reporting to the place of duty is included in the fifteen-day allowance. Vacation or personal leave may be used for any training or service in excess of fifteen work days subject to the approval of the area supervisor.

This policy covers all regular full-time and regular part-time employees who serve in the Armed Forces, Army, National Guard or reserve component of the Armed Forces as it relates to military service requests. The policy is in accordance with Federal Law of the Uniformed Services Employment and Re-employment Rights Act of 1994 and the Missouri Revised Statute 105.270. This policy covers an employee's compensation, benefits, retirement eligibility, length of service, and reinstatement to employment rights.

An employee requesting uniformed services leave without pay should present her/his orders to her/his immediate supervisor. Extended uniformed services leave without pay will be granted to employees performing active military or national defense service. Cumulative uniformed services leave is limited to five years throughout employment at Lincoln University. Employees can continue benefits coverage while on unpaid leave, to include health insurance coverage through COBRA, continued basic life insurance, and long-term disability for a year at her/his expense. Upon reinstatement, time served during the uniformed services leave will be credited toward the retirement service accrual with proper documentation. Employees are entitled to apply earned but unused vacation or personal leave to their

service leave before beginning the unpaid portion. Vacation, personal leave and sick leave do not accrue while on leave.

Upon honorable completion of military service, an employee is entitled to be reinstated to the position he/she held prior to military leave or to an equivalent position for which he/she qualifies. If disabled by reason of uniformed service, an employee is entitled to be reinstated to her/his former position or a position of similar pay and status for which he/she is qualified, with reasonable accommodation. Upon reinstatement, the employee's compensation, benefits, retirement eligibility, and length of service will be reinstated as if he/she had been continuously employed during the service leave period. Compensation will reflect any increases and annual across-the-board pay adjustments, or promotions by reason of seniority that reasonably would have been expected to take effect if the employee had not been on leave. To be eligible for reinstatement, employees must apply within the time periods outlined in the Uniformed Services Employment and Reemployment Rights Act of 1994.

If, through no fault of the employee, it is impossible or unreasonable to apply for reinstatement within the prescribed period, he/she may report as soon as possible following the period, without forfeiting her/his reinstatement rights.

Upon reinstatement, an employee is protected from discharge without cause for a period of time tied to the length of uniformed service. One year of protection is provided if the period of uniformed service was more than 180 days. Six months protection is provided for service of 31 to 180 days. There is no protection period for service of less than 31 days.



University Human Resource Services  
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