

USo5B4F7ecAy2 (Approved by the Board of Regents, February 28, 1992; Amended December 1, 2000; Amended January 1, 2003; Amended October 17, 2003; Amended September 10, 2004; Amended June 18, 2010; Amended October 9, 2015)

I. PURPOSE AND APPLICABILITY:

To establish a leave category called Military Leave for all Regular Status ~~State~~ and Exempt Staff employees which permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

II. GENERAL

A.A.

to active military duty during a national or international crisis shall follow USM policy II-7.24 Call Up To Active Military Duty During National or International Crisis for USM Nonexempt and Exempt Staff, effective July 1, 2003, to the extent that there is any



8. Military Administrative Leave will cease on the termination date of the employee's original (or subsequently submitted extended) military orders or upon deactivation, whichever is earlier.
9. It is the employee's responsibility to notify his/her supervisor of the termination date of the active military duty. If the employee fails to notify his/her supervisor of the deactivation, and or chooses not to return to University employment, the employee shall be responsible for reimbursement for the paid leave used while not on active duty status and may be subject to disciplinary action. The period an individual has to report back to work after military service is based on USERRA /US Department of Labor regulations.

#### IMPLEMENTATION PROCEDURES

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.

#### REFERENCE:

Annotated code of Maryland, State Personnel and Pension Article, Section 9-1107; Section II.C. subject to abrogation on June 30, 2005 was made permanent by the General Assembly in their 2005 session.