



Lehigh University Human Resources Policy

Policy Number: 115
Effective Date: 6/1/1998
Revisions:
Applicability: All Faculty and Staff

MILITARY LEAVE POLICY

Purpose:

Policy on leave available for military leave

Policy:

If an employee is an active member of the National Guard or military reserves, he or she is eligible for payment of the difference between his or her benefits base salary and military pay and allowances during the annual encampment, active-duty training, or call up.

To be eligible for this benefit, the employee must be on an active pay status with a unit. The employee must submit a copy of pay records and orders for the annual active-duty period to the Payroll Office.

In all cases, differential pay is determined by subtracting the value of all “Basic Pay” and “Allowances” identified on the military “Leave and Earnings Statement” (LES) from the employee’s base salary for the same time period. Amounts identified as “Per Diem” on the LES are expense reimbursements and are not included in the calculation of the differential.

If there will be an extended period of active duty, the employee should contact the Human Resources Office for clarification on the impact the leave may have on benefit plan costs and coverage for themselves and, if applicable, their families.

Keywords: Military, Reserves, National Guard