

THE UNIVERSITY OF IDAHO

GUIDELINES FOR MILITARY LEAVE

Revised March 11, 2004

The purpose of the university's policies on military leave is to provide those called to active military duty or training an opportunity to return to the university in a status as similar as possible to their status when called. Specific policies are as follows:

1. Faculty and Staff

a. Leave Provisions

Employees who are called to active military duty or training are entitled to up to 15 days' military leave with full pay (MLWP) annually. The university will place employees on Military Leave Without Pay (MLWOP) status for the duration of their duty. Military leave does not affect annual leave, sick leave, or compensatory time off for overtime. A request for approval of military leave should be submitted on a Personnel Action Form with a copy of the employee's military orders attached.

b. Reemployment

In accordance with state and federal law, employees upon their return will be reinstated to their former positions or 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, if reemployment would impose an undue hardship on the university or department, or if the person's employment was temporary in nature.

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.

c. Insurance and Retirement Plan Benefits

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 on military leave may elect to continue participation in the state group life insurance program for a maximum period of 3 months.

Retirement benefit contributions are suspended while the employee is on MLWOP status. Upon reemployment after military leave, re-enrollment in the retirement plan will be immediate. For purposes of retirement benefits, employees shall be treated as not having incurred a break in service by reason of their absence for military leave.

Employees with questions about their insurance or retirement plan benefits should contact Human Resources.

2. **Students**

Students who are called to active military duty or training should contact the Veterans' Advisor in the Office of the Dean of Students at (208) 885-7979 to help coordinate their transition from the university and their return upon completion of their leave.

a. Academic Policies

i. *Withdrawal*

Upon presentation to the Veterans' Advisor of written military orders, students who are called to military duty are entitled to withdraw from the university without penalty at any time during the semester. Students withdrawing from the university under these circumstances will receive full refunds of tuition and fees for that semester.

ii. *Incompletes*

A student may request a grade of "Incomplete" from his or her instructor if the student is called to active military duty within the last three weeks of the close of the semester, or within the last week of the close of the summer session. Students who elect to receive an "Incomplete" are not eligible for a refund of tuition or fees.

In accordance with the General Catalog, if a request for an "Incomplete" is granted and a final grade of "Incomplete" is recorded, the instructor will specify in writing on the class roster what the student must do to make up the deficiency. The instructor also will specify the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline.

Students for whom an "Incomplete" is recorded who find themselves unable to meet a deadline for completing course work as a result of their military leave should contact the Registrar prior to the deadline or as soon thereafter as possible in order to make alternate arrangements.

iii. *Final Examinations*

Students who are called to active duty or training may request, in accordance with *General Catalog* Regulation H-4, permission for an early final examination. The *General Catalog* states, "Early final exams are permitted for students, on an individual basis, who clearly demonstrate in writing that the reasons for early final exams are compelling (such requests require approval by the instructor and by the administrator of the department and the dean of the college in which the course is offered)".

iv. *Re-Enrollment*

The Admissions Office will make every effort to assist students returning from military leave in resuming their coursework and continuing with their academic program. Returning students who have questions regarding their registration are encouraged to contact the Admissions Office. If the absence is less than two years and readmission is not necessary, the Admissions Office will notify the Registrar's Office of the need to approve the student for registration in the next appropriate semester.

Students who are absent as a result of military leave for a period of two years or more must be readmitted to the university. These students should contact the Admissions Office, which will reactivate their status.

Students who have questions about their academic records, curricular requirements, or other issues related to their academic degree program should contact the Registrar's Office upon their return.

b. Student Employees and Graduate Students

Students holding teaching assistantships, research assistantships, or other positions of employment by the university should refer to the provisions regarding military leave for faculty and staff.

c. Financial Aid

Under current U.S. Department of Education regulations, students who have financial aid and who withdraw as a result of military leave may be required to use a portion of their refunds of tuition, fees, and room and board to repay financial aid received. Students with questions regarding their financial aid should contact the Student Financial Aid Office.

d. Student Housing and Food Service

Students leaving for military duty may obtain a prorated refund for unused housing and food services. Alternatively, students may elect to have the refund amount held in their accounts for comparable service upon their return from military duty. Spouses and dependents of students in family housing will be allowed to remain in the housing unit under the terms of the signed contract for the remainder of the agreement term.

e. Textbook Refunds

To the extent possible, the University Bookstore will provide refunds for new and used textbooks purchased by students who are subsequently called to military duty, based on the condition of the textbook. Students seeking refunds should contact the Bookstore Manager or Associate Manager.

f. Student Health Insurance

Student health insurance coverage terminates when a student leaves for military duty. Upon request, students leaving for military duty may obtain a prorated refund of their premium for that policy period. Students may elect to keep dependent coverage for the remainder of the period for which coverage was purchased.