

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ABSENCE FOR MILITARY DUTY

Effective August 21, 2000

Policy No. 3-14

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- (A) All employees of the college are eligible for military leave benefits and reemployment rights in accordance with state and federal law.

- (B) Employees, except temporary employees, who are members of the Ohio organized militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, shall be paid up to a maximum of one month in any calendar year for such time as they are in the uniformed service on training or active duty.
 - (1) One month means 176 hours. This leave is not required to be in one continuous period.

 - (2) This leave does not affect vacation or sick leave credits.

 - (3) To be eligible for this payment, the employee must submit to his or her supervisor an order or statement from the appropriate military commander authorizing the military service.

 - (4) During this paid leave, the individual and/or any covered dependents are entitled to continue medical, dental, and vision insurance coverages. The college and the individual continue to pay the same costs for coverage as if the individual were not on leave.

- (C) Employees entitled to leave under section (B) who are ordered to extended active duty in the uniformed services by executive order of the President of the United States or by an act of Congress, which results in active duty status exceeding one month in a calendar year, shall for each subsequent monthly period of that leave of absence receive the following:
 - (1) The college will provide a monthly pay differential, equal to the lesser of
 - (a) the amount by which current gross salary exceeds military pay and allowance [if military pay and allowance exceeds the current gross salary for any monthly period, this number is zero, and no pay differential will be paid];

 - (b) \$500.

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- (D) Employees, except temporary employees, are eligible for military leave without pay for service in the uniformed services and reemployment after such service in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 USCA 4301 *et seq.* and R.C. §§124.29, 5903.01, and 5903.02. Uniformed services include the U.S. Armed Services, the Coast Guard, the Army National Guard, the Air National Guard, the commissioned Corps of the Public Health Service, and the Ohio organized militia.
- (E) Under the law, a veteran's right to reemployment includes the right to restoration of the employee benefits in which the veteran, and his or her dependents, participated at the time the uniformed service leave began, as well as to benefits that began during the leave for which the service member would reasonably have become eligible. Such benefits include, for example, rights and benefits under a pension plan, a health plan, insurance coverage and awards, bonuses, severance pay, supplemental unemployment benefits, increased vacation leave, and opportunity to select work hours or location of employment. The veteran is not entitled to wages and salary that would have accrued during the leave.
- (F) Individuals on military leave for 31 days or less may continue their current college health care coverage at the normal employee rate for such coverage. Individuals on military leave beyond 31 days will have the right to elect continuation of medical coverage up to eighteen months, but will have to pay 100 percent of the full premium for the coverage elected. Individuals who return from military leave in accordance with section (D) are entitled to reenroll in health benefit coverages without any waiting period, and the benefits must be applied as if coverage had remained in force during the period of the leave (e.g., a new preexisting condition exclusion will not be applied). Individuals' dependents also are entitled to health benefits reinstatement as described in this paragraph.
- (G) Individuals on military leave may, at the employee's option, use any accrued vacation or personal business leave.
- (H) The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits discrimination and retaliation for a person's membership (voluntary or involuntary) in the uniformed services with regard to any aspect of employment, and the college adopts and follows this principle.

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- (I) The college will establish procedures for administering this policy.