Rice University Policy No. 418

MILITARY LEAVE

I. General Policy

This policy applies to all Rice University Faculty and Staff.

Rice University observes all Federal and State laws regulating absence from work for military service. An unpaid leave of absence is granted to any faculty or staff member fulfilling reserve training, national guard, or active duty service requirements. If at all possible, absences should be planned to avoid interruption in regular work schedules or duties. Individuals must present a copy of their military orders to their department chair/director as soon as possible after call-up. The leave is granted without pay, although staff members may draw upon benefit time to cover the period of absence.

An approved absence without pay not longer than two calendar weeks is granted without interruption of benefits. If an unpaid absence is longer than two weeks, then the Policy on Personal Leaves governs eligibility for and payment of benefits.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

See also:
Benefit Time
Personal Leaves

Policy History
Clerical Change: January 19, 2018
Supersedes:
January 1, 1993
401-82, (Military Leave), 07/01/82