

In an effort to guide all affected parties, the following provisions and procedures relate to the possible military call up to active duty of LSU Health – New Orleans employees who are members of the National Guard or any Reserve component of a branch of the Armed Forces of the United States. Employees will be responsible to completing the [Military Leave Worksheet](#) and returning to nohrmbenefits@lsuhsc.edu.

Military Leave with Pay

1. Unless precluded by military necessity or emergency, employees should provide advance notice to departmental administrators in the form of a copy of their military orders.
2. Maximum military leave with pay for military purposes is 15 working days per calendar year.
3. When military leave with pay has been exhausted for an employee whose military base pay is less than his state base pay, that employee shall be paid the difference between his military base pay and his state base pay. Such payment shall be made on the same frequency and manner as the employee's regular pay schedule unless other voluntary arrangements have been made.
4. Employees receiving the pay differential shall provide their departmental administrator any documentation appropriate to ensure correct payment calculation, including military leave and earnings statements. In accordance with IRS, differential pay is taxable and reportable on the W-2.

Use of Annual Leave and/or Leave Without Pay for Military Purposes

1. All employees, who are in a leave earning status, may request annual leave for military obligations. Departmental administrators must grant such leave requests.

2. Employees who have exhausted annual leave balances or choose not to use their paid leave for military purposes shall be placed on approved leave without pay.
3. Employees shall continue to accrue sick and annual leave (on the same basis as though the employee had not been activated) for the entire period of military service.
4. An employee who chooses to use annual leave during their military absence shall not be eligible for receipt of pay differential for the period of time that annual leave was used.

Benefits

1. During the time of military obligation, health plan coverage will remain unchanged unless the employee elects to cancel coverage.
2. If and when an employee goes on leave without pay, the employee must elect to continue or cancel his or her coverage. At this point, the employee should contact the Benefits Section of Human Resource Management at nohrmbenefits@lsuhsc.edu.
3. State retirement participants on extended leave without pay are entitled to retain membership and contribute while in military service. The employee must contact the Benefits Section of Human Resource Management at nohrmbenefits@lsuhsc.edu.

Rights Upon Return

1. Employees are required to report back to work in accordance to a schedule based on the period of military service. An employee may use any remaining annual leave or LWOP to cover the time between being released and returning back to work.
 - Up to 30 days of military service – report on next regularly scheduled shift with an 8 hour rest period.
 - 31-180 days of military service – report within 14 days following release.
 - 180 days or more – report within 90 days after release.

2. Employees returning to work are restored with the same seniority, status, wage or salary and benefits that they had prior to military related absence. Wage/salary and benefits entitlements are handled as if the person was continuously employed.
3. If health coverage is canceled ~~during a period of FMLA leave~~, the employee must apply for restoration of benefits within 30 days of his or her return to work. Otherwise, he or she will be required to re-enroll during the next scheduled annual enrollment period.

Should you need further assistance or particulars, you are encouraged to reach out to our Benefits Team at (504) 568-7780 or nohrmbenefits@lsuhsc.edu.