

## **MILITARY PREPAREDNESS**

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 Sciences Center—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.

### **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. Military differential pay is not considered wages. Therefore differential pay is not subject to the taxes imposed by the Federal Insurance Contributions Act and the Federal Unemployment Tax Act. Employees paid military differential pay will receive a Form 1099 for those payments.

### **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 that period of time that annual leave was used.

### **Benefits**

1. During the time of military obligation---all life insurance, health coverage and retirement benefits remain unchanged.
2. If and when an employee goes on leave without pay, the employee must elect to continue or cancel their coverage. At this point, the employee should notify Marie Cole in Benefits (Ext 7780) to discuss various options.
3. For those wishing to continue coverage, it is critically important to notify Deborah Davis (504) 568-8410 to discuss billing and pay schedules.
4. LASERS participants who go on extended leave without pay are entitled to retain membership and contribute while in military service. The employee must contact LASERS for required procedures.
5. An employee who is a member of Teachers' retirement system can purchase credit upon return from active duty. Both employee and employer contributions can be remitted. Benefits Manager Marie Cole will assist in this process.

### **Rights Upon Return**

1. Employees are required to report back to work in accordance to a schedule based on the period of military service.
  - Up to 30 days of military service - report back on next regularly scheduled shift with an 8 hour rest period.
  - 31-180 days of military service - report back within 14 days following release.
  - 180 days or more - report back within 90 days after release.
2. Employees returning to work are restored back 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.

Should you need further assistance or particulars, you are encouraged to call Terrilyn Cunningham, Labor Relations Manager at (504) 568-2029 or Marie Cole, Benefits Manager at (504) 568-7378.