



# FERRIS STATE UNIVERSITY

HUMAN RESOURCES

## HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:35

## Military Duty Pay

### COVERED EMPLOYEES

- All Full-Time Non-Temporary Employees

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### BOT POLICY

**Sec. 6-700. Statement of Principle.** The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

**Sec. 6-708. Military Duty Pay:** Full-time non-temporary employees who are called to active military duty (not on a voluntary enlistment or not as a volunteer for service basis) will be eligible for Military Duty Pay equal to the difference between their military pay and their base Ferris pay for a period not to exceed ninety (90) days. When receiving Military Duty Pay, the University shall continue its normal contributions to insurance and other fringe benefits.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

The University shall continue its normal contributions to insurance and other fringe benefits (such as retirement) during this 90-day period, or pursuant to applicable laws, whichever is the most favorable to the employee.

An employee should retain his/her military pay stubs and upon return to work, contact the Payroll Office to determine if any money will be paid to him/her from Ferris for the first 90 days of the employee's military service. The University will pay the employee the difference between his/her Ferris base pay and the military wage during the 90-day

period if, due to financial hardship, it is difficult for the employee to wait until he/she returns from military duty to receive such payment. However, in order to pay the employee during the 90-day period, the University must receive verification of the employee's military wages.

Upon return, the University will credit the employee's vacation and sick leave banks with the amount of benefit time he/she would have accrued had the employee been at work.

If an employee who is a member of a collective bargaining unit is called to active military duty, the provisions of this policy shall be subject to the applicable collective bargaining agreement.

## **RESPONSIBILITY**

**Employee:** Request appropriate leave, complete required forms as applicable, and provide updates as needed, relating to the situation. Provide proper military payroll information if applicable.

**Supervisor:** Comply with policies, report leaves to appropriate University offices, etc.

**Refer Questions To:** *Human Resources*