



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
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| Applies to: | Marshall University Research Corporation (MURC) |
| Title: | Benefits – Military Leave |
| Number: | 39 |
| Effective Date: | 10/01/06 |
| Last Revision Date: | |

Marshall University Research Corporation (MURC) will grant a military leave of absence to employees in the following categories to attend scheduled drills or training or if called to active duty with the U.S. armed services:

Full-Time
Part-Time A
Part-Time B

See MURC human resources policy and procedure 3, Employment Categories, for an explanation of the categories.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available accrued annual leave for the absence. See MURC Human Resources Policy and Procedure 18, Benefits-Annual Leave, for additional information.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by MURC for the full term of the military leave of absence. The same arrangements for payment of the employee and employer portions of the group health insurance continue during the term of military leave of absence. MURC employees on approved military leave of absence continue to accrue annual leave but do not accrue sick leave. Holiday pay is not provided while on approved military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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