Military Leave

An employee of the university may be called to activity duty or voluntarily engage in military service. This guide walks through the steps necessary to ensure that employees are properly placed on military leave and continue to receive the appropriate benefits (when eligible). For information about the university’s policies on military leave, please see the Division of Human Resources website [http://www.hr.ufl.edu](http://www.hr.ufl.edu).

PLACING AN EMPLOYEE ON EXTENDED LEAVE OF ABSENCE

Complete a Personnel Leave of Absence Form

- The department must complete a Personnel Leave of Absence form and submit it to Central Leave Administration at PO Box 115001, along with a copy of the military order, as soon as possible.

- If the employee is out longer than expected, the department should submit a new Personnel Leave of Absence form to extend the leave of absence in addition to an updated military order.

- If the employee returns early, the department should submit a new Personnel Leave of Absence form to Central Leave Administration to return the employee back to work.

Place the Employee on “Paid Leave of Absence” in PeopleSoft

- Log into the system through the myUFL portal [http://my.ufl.edu](http://my.ufl.edu).

- Navigate to Workforce Administration > Job Information > Job Data

- Search for and select the appropriate employee

- Add a row (click on the “+” sign on the top right)

  - Enter the effective date (the first date the employee will be absent for military service)
  - Under Action, select “Paid Leave of Absence”
  - Under Reason, select “Military Leave”

Revised July 6, 2004
- Click the “Save” button (at the bottom of the page)

**Initiate Workflow**
- Navigate to Workforce Administration > UF HR Approve Job
- Search for and select the appropriate employee
- Make sure the correct job action is selected
- Enter either “Involuntary Military Service” or “Voluntary Military Service” in the comment section. Enter additional information if needed for both department approver (Level 1 approver) and Central Leave Administration (Level 2 approver).
- Click the “Save” button
- Click “OK” when prompted with the question of whether it is okay to submit to workflow
- Notify the approver in your department that it has been submitted for approval

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**REPORT TIME IN PEOPLESOFT**

To ensure that the employee accrues leave and is being paid correctly, the department needs to enter the correct time reporting codes (TRCs) through Manager Self Service > Weekly Elapsed Time.

**First 30 Days on Military Leave**
- Navigate to Weekly Manager Self Service > Time Management > Time Management Home > Report
- Set the Reporting Method to "Manage Weekly Elapsed"
- Select the name of the employee
- Update the “Week Beginning” to the appropriate date and click the "Refresh" button
- Enter 8 hours (if full-time) for every workday on the same line/row for the first thirty days
- Select “SSMIL” or “912-Military first 30 days” time reporting code
After the First 30 Days
It is important to differentiate between involuntary and voluntary service after the first 30 days of leave.

RESERVISTS CALLED TO ACTIVE DUTY (INVOLUNTARY SERVICE)
When an employee earns less in the military than at the university, he or she may be eligible to receive a military supplement. The employee must supply a copy of his or her monthly military Leave and Earnings Statement (LES) to establish eligibility. When an employee earns more in the military than at the university, he or she is not eligible to receive supplemental pay.

Employees Eligible to Receive Supplemental Pay
- Through Manage Weekly Elapsed Time, report 8 hours daily (if full time) and designate the time reported with the "Armed Forces Leave Accrual" time reporting code to ensure the employee accrues leave appropriately.

- Add a new line to enter the dollar amount of the military supplement and select the "Armed Forces Supplemental-AFP" time reporting code.

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Time Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Forces Leave Accrual-AFA</td>
<td>0.000</td>
</tr>
<tr>
<td>Armed Forces Supplemental-AFP</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Add a New Line

If the employee wishes to use his or her leave, add a line to account for the leave usage (vacation or sick). On the day when leave is reported, the hours under "Armed Forces Leave Accrual-AFA" must be reduced to an account equaling no more than 8 hours for that day.

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Add a New Line

With my approval, I agree that the payee’s total paid hours meet or exceed the standard for the position. Any amounts paid, i.e. bonus, award, fellowship, etc., represents amounts due or approved in accordance with University of FL standards.
Employees Not Eligible to Receive Supplemental Pay

- Through Manage Weekly Elapsed Time, report 8 hours daily (if full time) and designate the time reported with the "Armed Forces Leave Accrual" time reporting code to ensure the employee accrues leave appropriately.

If the employee wishes to use his or her leave, add a line to account for the leave usage (vacation or sick). On the day when leave is reported, the hours under "Armed Forces Leave Accrual-AFA" must be reduced to an account equaling no more than 8 hours for that day.

VOLUNTEERS CALLED TO ACTIVE DUTY (VOLUNTARY SERVICE)

When an employee voluntarily goes on active duty, he or she is not eligible to receive supplemental pay; however, the employee may use his or her leave intermittently to cover benefits.

Employee Does Not Use Leave

Through Manage Weekly Elapsed Time, report 8 hours daily (if full time) and designate the time reported with the "Armed Forces Leave Accrual" time reporting code to ensure the employee accrues leave appropriately.

Employee Uses Leave

- Through Manage Weekly Elapsed Time, report 8 hours daily (if full time) and designate the time reported with the "Armed Forces Leave Accrual" time reporting code to ensure the employee accrues leave appropriately.
If the employee wishes to use his or her leave, add a line to account for the leave usage (vacation or sick). On the day when leave is reported, the hours under "Armed Forces Leave Accrual-AFA" must be reduced to an account equaling no more than 8 hours for that day.

RETURNING FROM ACTIVE DUTY

When a reservist returns from active duty, the department must submit a Personnel Leave of Absence form to return the employee from military leave, using the end date given on the official release papers—a copy of which must be submitted with the form. If the employee would like to take time off between the release date and the date that marks the end of his or her one-year notification period, that period of time will be covered by UF's standard leave policy.

To return the employee to work by removing the leave of absence in PeopleSoft, follow the same process used to place the employee on the paid leave of absence and initiate workflow.

If you have any questions, contact Central Leave Administration at 392-5732 (SC 622-3572) or central-leave@ufl.edu.