



University of New Haven

Human Resources Policy / Procedure

Policy / Procedure Title	Applicability / Scope	Purpose	Effective Date	Responsible Party	Pages
Military, Certified Merchant Seamen Leave and Civil Air Patrol Policy & Procedure	Administrative Employees & Faculty	Provide applicable employees with the policy and procedure for military leave	7/1/20	Vice President Human Resources	2

The University complies with all legal requirements for employees who are serving in the armed forces of the United States (voluntary or involuntary), the Civil Air Patrol or those who are serving as merchant seamen under the Merchant Marine Act and are certified by the U.S. Secretary of Transportation pursuant to 46USCS (hereinafter referred to as “certified merchant seamen”). In addition to the legal requirements, the University will provide the following additional pay and benefits for employees serving on extended military leave beyond 30 days in the military, civil air patroller as certified merchant seamen:

- **Pay:** The University will continue the employee’s pay for a period not to exceed three (3) months of active military or certified merchant seamen service.
- **Benefits:** Employees on active military or certified merchant seamen service will continue to receive full health and welfare coverage at current costs for up to three (3) months of active military or merchant seamen service.
- **Special circumstances:** If the active military or certified merchant seamen services exceeds three (3) months, the University will determine if the incidents which required the military or certified merchant seamen service involve special circumstances, and, if so, the University will decide in its sole discretion whether additional pay or benefits will be implemented.
- **Notification of military or certified merchant seamen service:** To be eligible for this leave, the employee must provide the University with advance notice of the employee’s departure for military or merchant seamen service. The University may request documentation to substantiate the need for the leave if it is over 30 days. Procedures for union employees will be in conjunction with the applicable bargaining unit agreement.
- **Reserve status and training duty:** It is the responsibility of each reservist to keep their supervisor and the Human Resources department informed of their military status and military obligation. For

This document is a summary of a University policy, procedure and/or guideline. All policies, procedures and/or guidelines described herein may be modified or discontinued at any time, for any reason at the University’s full and sole discretion. No policy, procedure and/or guideline should be construed as a contract or term or condition of employment between an employee and the University. This policy / procedure is not intended to modify or alter any of the terms of any collective bargaining agreement or the Faculty Handbook.

leaves of less than 30 days, the employee should provide written or verbal notice as soon as possible, unless giving notice is impossible, or precluded by military necessity. Employees who are on a military leave for more than 30 days, are encouraged to provide a copy of their orders, the annual drill schedule or other type of documentation to their manager and Human Resources as soon as available and, if possible before the commencement of the leave.

Under Connecticut State law, if an employee is a member of the civil air patrol or joins the civil air patrol, they must notify their immediate supervisor and the Human Resources Department. Written verification from the civil air patrol will be required in the event the employee is called upon for an emergency. Included in that verification should be the commencement of the event, and its duration. The employee and/or supervisor should contact Human Resources whenever an employee is to go out on a military leave that is more than 30 days, so appropriate arrangements can be made regarding benefits and pay while the employee is on leave. Employees who are attending scheduled reserve training or temporary training duty for, less than 30 days will be paid and will not be required to take vacation time while out on leave.

All exceptions or deviations from this policy must be reviewed and approved by the Human Resources Department in advance of the employee's request for leave.

For additional information regarding the civil air patrol, please access this State guidelines here <https://www.cga.ct.gov/2019/ACT/pa/pdf/2019PA-00095-R00SB-00863-PA.pdf>