



MILITARY LEAVE

RESPONSIBLE OFFICE: **DIVISION FOR PEOPLE AND CULTURE**

COVERED EMPLOYEES: **Full and Part-Time Faculty (F1; F2; F3)**
Full and Part-Time Professional (P1; P2; P3; P4; P5; H1; H2; H3; H4; H5)
Full and Part-Time Staff (A1; N1; N2; N3; E1; E2; E3)
Full and Part-Time Service (B1; B2; B3)

NOT COVERED: **Semester Faculty (F4; F5; F6)**
Temporary Employees (TM; TB; TF; F8)
Graduate Assistants/Student Employees (S1; S2; S3; S4)

Ball State University proudly supports the dedicated service of our faculty and staff who serve in the United States Armed Forces. The University recognizes the important contributions of employees who fulfill military duties and is committed to providing a supportive environment that upholds their rights and honors their commitment to the nation, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable laws.

Military leave provides time away from professional and work obligations for employees engaged in military training, active duty, or other service obligations.

Time Off and Pay

Military training leave with pay will be granted, not to exceed fifteen (15) calendar days or ten (10) working days in any one (1) calendar year, to employees called to a tour of training duty. Evidence, such as military orders, must be submitted to the Leave Management Specialist in the Division for People and Culture to be approved for this paid leave. Unpaid leave will be provided for military training beyond the paid leave or when an employee is not eligible for paid military training leave.

Military leave without pay will be granted when an employee is called to active duty. Unpaid active duty leave may be approved for up to five (5) years after the date of induction, enlistment, or call to active duty.

Scheduling Leave

Military training leave time periods should be communicated to the employee's supervisor as soon as the employee becomes aware so that appropriate coverage can be arranged for the employee's position. Written evidence of the training period must be submitted to the Leave Management Specialist. Requests for active duty military leave should follow the same notification process.



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Benefit Continuation

Employees on paid military training leave retain their employee benefits during the leave. Employees on unpaid military leave may choose to retain their benefits in accordance with the health care plan and must arrange with Payroll Operations for the payment of their portion of insurance premiums due during any unpaid leave period. Failure to pay the monthly premium could result in cancellation of coverage.

Return to Work

An employee's position will be held during a military training leave.

While an employee's position may be refilled while on an extended active military leave, the employee is eligible for reemployment upon completion of military service. In accordance with USERRA, the employee will be reinstated to the position they would have held had they not taken leave, which, at a minimum, is the position held prior to their leave or a position with similar seniority, status, and pay. The employee must notify the University of their intent to return to work within the timeframes specified by law based on the length and type of military service performed. The University will make every reasonable effort to reinstate returning service members promptly and provide any necessary training or updates to ensure a smooth transition back to the workplace.

Failure to return to work at the expiration of the leave in accordance with USERRA will be considered as resignation from the University.

Other Important Details

- ◆ An employee may not work for pay, besides from the military, while on military leave without prior written approval from the Vice President for the Division for People and Culture. Otherwise, the employee will be considered to have resigned from the University as of the effective date of such employment.
- ◆ Employees in classifications listed as "Not Covered" may still be subject to USERRA, and the University supports their service and reinstatement to employment in full compliance, but "Not Covered" employment classifications are not eligible for the military training leave with pay nor the continuation of benefit programs during an active leave.

Non-Retaliation

Ball State University prohibits any form of retaliation against an employee for requesting or using approved leave, for supporting another employee's use of leave, or for reporting a concern related to leave rights. Supervisors and administrators must ensure that an employee's use of leave is not considered negatively in performance evaluations, work assignments, or other employment decisions. Concerns about retaliation should be referred promptly to the Division for People and Culture.

Questions should be directed to the Leave Management Specialist in the Division for People and Culture.



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Amendments

The Vice President for People and Culture is authorized to amend this policy. Any modifications necessitated for legal compliance are to be made in consultation with the Vice President and General Counsel.

HISTORY

Issued: 10/07/1941
Revised: 12/12/25