



MILITARY FAMILY 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)
Semester Faculty (F4; F5; F6)
Temporary Employees (TM; TB; TF; F8)
Graduate Assistants/Student Employees (S1; S2; S3; S4)

Ball State University recognizes the important role that families play in supporting their family members who serve in the United States Armed Forces.

Military family leave provides time away from professional and work obligations for employees to support their family member who has been ordered to active duty, is on leave from active duty, or is returning from active duty in the United States Armed Forces or the National Guard.

Time Off and Pay

Military family leave without pay will be granted, not to exceed ten (10) working days in any one (1) calendar year, to employees who have been employed by Ball State University for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the day the leave begins if the service member is one of these covered family relationships:

- ◆ Spouse
- ◆ Child (biological child, adopted child, foster child, or step child)
- ◆ Parent (biological father or mother, adoptive father or mother, a court appointed guardian or custodian, a foster parent, or a step parent)
- ◆ Grandparent (biological grandparent, an adoptive grandparent, a foster grandparent, or a step grandparent)
- ◆ Sibling (biological brother or sister, a foster brother or sister, or a step brother or step sister)

Scheduling Leave

Military family 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, if available, of the active duty orders, a leave period, or discharge must be submitted to the Leave Management Specialist before taking the leave.

Military Family Leave may be scheduled during one or more of the following periods:

- ◆ During the 30 days before active duty orders are in effect;



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- ◆ During a period in which the person ordered to active duty is on leave while active duty orders are in effect;
- ◆ During the 30 days after the active duty orders are terminated.

Benefit Continuation

Employees on military family leave retain their employee benefits during the leave 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 family leave.

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

Other Important Details

- ◆ An employee may not work for pay while on military family leave without prior written approval from the Vice President for People and Culture. Otherwise, the employee will be considered to have resigned from the University as of the effective date of such employment.
- ◆ An eligible employee may elect or be required to use vacation/paid time off during the ten-day leave period.
- ◆ Military family leave runs concurrently with the Family Medical Leave Act (FMLA), as applicable.
- ◆ Military families may be eligible for assistance from the Indiana Military Family Relief Fund.

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.

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.



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HISTORY

Issued: 2008
Revised: 12/12/25