THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.33
		Revised:	7/1/05
SUBJECT:	Military Reserve Duty Pay	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Employees with the exception of those represented by a bargaining unit		
ISSUED BY:	Personnel Office and the Office of the Vice-President for Academic Affairs		

I. Policy

Employees members shall be granted time off work without loss of their regular compensation or any loss of their fringe benefits in order to participate in Military Reserve or National Guard Training Programs or for service required as a result of civil disorder or other emergency.

II. Regulations and Definitions

A. The time off from work shall be for not more than fifteen (15) working days in any one calendar year.

B. The employee's regular University compensation will be reduced by the amount of base military pay, if any, received for such services. Employees may choose to use accrued vacation time on request to enable them to receive full University pay.

C. Compensation received for military travel or subsistence will not be used to reduce regular University compensation.

D. Should the release of the employee create a hardship for the department, the supervisor may contact the Staff and Union Relations Office for deferral instructions.

E. Vacation, sick time accrual shall not be reduced for time spent under the provisions of this policy.

III. Procedures

RESPONSIBILITY		ACTION
Employee	1.	Provide immediate supervisor with a copy of the order to report for duty when the order is issued.
Supervisor	2.	Retain a copy of the order to report for duty.
Employee	3.	Provide a written verification from the Military unit of the times, dates, and compensation received to immediate supervisor upon return to work.

RESPONSIBILITY		ACTION
Supervisor	4.	Forward one copy of the record of time, dates, and compensation with the attendance card or time sheet coded with the letter "M" for Military Service in front of the hours released from work for military duty to the appropriate time-keeping office.
Time-Keeping Office	5.	Prepare Payroll Deduction Notice (form 7095) and forward to the Payroll Office.