

Standard Practice Guide Policies

Military Reserve Duty Pay

201.33

Applies to: Regular Employees with the exception of those covered by the terms of a collective bargaining agreement

I. POLICY

Employees shall be granted time off work without loss of their regular compensation or any loss of their fringe benefits to attend scheduled reserve service, training programs, or service required as a result of civil disorder or other emergencies.

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. Military service that exceeds or is expected to exceed fifteen (15) working days in any one calendar year does not qualify for military reserve duty pay. See Unpaid Leaves of Absence (<https://spg.umich.edu/policy/201.30>)/Unpaid Leaves of Absence (Instructional) (<https://spg.umich.edu/policy/201.30-1>).
- 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 appropriate Human Resources office for consultation.
- E. Vacation, sick time accrual shall not be reduced for time spent under the provisions of this policy.

Notes

July 2025: Clarified situations eligible for military reserve duty pay.

August 28, 2019: Reviewed with no changes.

May 16, 2016: Update removed Procedures. They may be found at Procedures for Military Reserve Duty Pay (<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20133-military-reserve-duty-pay>).

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Related Policies:

Unpaid Leaves of Absence (/policy/201.30)

Unpaid Leaves of Absence (Instructional) (/policy/201.30-1)

Related Links:

Procedures for Military Reserve Duty Pay (<https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20133-military-reserve-duty-pay>)

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