Subject to the terms and conditions set forth below, this Policy on Military Leave Pay applies to employees of New York University-New York and -Washington, D.C. (collectively, “the University”). This Policy does not apply to student employees.

**Paid Leave Entitlement**

Employees who are on a leave of absence due to military service, as defined and protected by the Uniformed Services Employment and Reemployment Rights Act of 1994 and/or applicable New York Military Law, are eligible to receive:

- his or her regular NYU base pay, less any applicable deductions, for the first two (2) weeks of leave; and

- the difference between his or her regular NYU base pay and military pay, less any applicable deductions, for the next fifty (50) weeks of leave (hereinafter, “differential pay”).

For purposes of calculating differential pay, military pay consists of the employee’s military base pay, plus all additional military pay, except amounts classified as reimbursement for expenses (such as travel or housing).

**Procedure**

To receive paid leave under this Policy, the employee must provide his or her supervisor and/or Human Resources (“HR”) Officer/HR Business Partner with a copy of his or her military call-up papers (establishing the start date of service) and a military pay stub (so that the University can determine the employee’s differential pay, if any).

**Other University Policies**

Leave taken pursuant to this Policy will run concurrently with any other paid or unpaid military leave taken pursuant to any other University policy or collective bargaining agreement (CBA). And, to the extent that an employee is eligible to receive any other paid military leave under a CBA or other University policy, the employee will only be paid once and will be paid pursuant to the more generous agreement/policy.