

New York University

UNIVERSITY POLICIES

Title: Military Leave Pay Policy – New York, District of Columbia, & California
Effective Date: January 18, 2019
Supersedes: December 5, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses military leave pay for covered employees of New York University-New York, Washington, D.C., and California (collectively, “NYU” or “the University”)

To Whom the Policy Applies

This Policy applies to all employees of the University, except for student employees.

Policy and Procedures

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 state or local law (including the 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).

Confirming Documentation

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.