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## PROCEDURE STATEMENT

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In November 2001, the Governor, Lieutenant Governor, and Speaker of the House issued a memorandum authorizing state employees who are called to active military duty to use emergency leave "so that they do not experience a reduction in total pay or benefits." Emergency leave, in addition to making up any differential between the military pay and state pay, will enable the continuance of the state contribution toward benefit coverage, and sick and annual leave accruals. Employees whose military pay exceeds their state pay are not eligible for emergency leave; however, their military leave authorization will be applied so there is no loss of benefits. Employees (including student workers and graduate assistants) may receive up to 15 days of military leave as described in System Regulation 31.03.06, *Military Leave and Service*.

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## REASON FOR PROCEDURE

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The following procedures will be used to ensure eligible employees called to active duty continue to receive their authorized pay and benefits.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 EMPLOYEE RESPONSIBILITIES

- 1.1 Notify his/her supervisor as soon as notified of possible or actual call to active duty.
- 1.2 Upon receipt, provide a copy of official orders/written call to active duty to his/her supervisor and forward a copy to Texas A&M AgriLife (AgriLife) Human Resources.
- 1.3 Contact AgriLife Human Resources to discuss emergency leave, benefits continuation, and any other related matters (time permitting).
- 1.4 The employee should set up and maintain an automatic payroll deposit to ensure that he/she is paid in a timely fashion.
- 1.5 While on active duty, the employee will provide a copy of **each** Leave and Earnings Statement (LES) to AgriLife Payroll as soon as possible. If the LES is forwarded to a home address, the employee must ensure a person at that location can forward a copy to AgriLife Payroll.
- 1.6 Remit timely payment for any insurance benefit premiums that are billed by AgriLife Human Resources.
- 1.7 Notify his/her supervisor, AgriLife Human Resources and AgriLife Payroll as soon as he/she is released from active duty.

### 2.0 SUPERVISOR RESPONSIBILITIES

- 2.1 Notify, via normal channels, AgriLife Human Resources of an actual or pending call to active duty as soon as notified by the employee.

- 2.2 Assist the employee in their departure, and ensure the agency has access to any projects, open work, and/or files that the employee was working on prior to his/her departure.
- 2.3 Notify AgriLife Human Resources as soon as they are notified that the employee will be returning to work.

### 3.0 AGRILIFE HUMAN RESOURCES RESPONSIBILITIES

- 3.1 Provide the employee with a summary of benefits and information concerning the employee's leave and retirement benefits.
- 3.2 Provide a letter to the employee requesting a mailing address, telephone number, and copies of the LES. The letter will also contain the mailing address and telephone and fax numbers of AgriLife Human Resources.
- 3.3 Provide timely billing for any benefit payments due.
- 3.4 In coordination with the unit leave administrator, input any required leave documents/information into the LeaveTraq system.

### 4.0 AGRILIFE PAYROLL RESPONSIBILITIES

- 4.1 Pay the employee's authorized leave as required.
- 4.2 Calculate any pay differentials between the allowed state pay and the military pay upon receipt of the employee's LES for the appropriate pay period.
- 4.3 Ensure payment of the employee's state portion of insurances.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Regulation 31.03.03](#), *Leave of Absence With Pay*

[System Regulation 31.03.04](#), *Leave of Absence Without Pay*

[System Regulation 31.03.06](#), *Military Leave and Service*

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### **CONTACT OFFICE**

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For questions, contact AgriLife Human Resources at 979-845-2423.