Date

Employee Name

Address

Town, State

Dear Employee,

I am aware that you [are]/[will be] on unpaid military leave. During this leave, you may choose to use vacation and/or other paid leave or you may choose to have those leaves frozen until you return to active employment. Sick leave balances may not be used while you are on military leave. Vacation and sick leave will accrue for the duration of the leave and will be credited to your balance when you return to active employment with the university.

Please let me know if you wish to use your vacation or other paid leave. If you choose not to use your paid leave, or if your military commitment exceeds the paid leave you have available, as a regular employee of The University of Texas Health Science Center at Houston (UTHealth), you may be entitled to pay from UTHealth while you are on leave.

UTHealth will provide differential pay to a state employee on unpaid military leave, if the employee’s military gross pay is less than his/her state gross pay. The combination of differential and military pay may not exceed your actual state gross pay. Military gross pay for purposes of calculating the pay differential does not include money received for service in a combat zone, as hardship pay, or for being separated from your family. If your salary with the military is less than your salary at UTHealth, this policy applies to you.

I am enclosing a copy of the UTHealth Policy 41 *Military Leave.* Should you qualify for payment in accordance with the policy, please contact me and provide supporting documents which verify your rate of payment from the military.

Contributions to your retirement plan cease with the unpaid leave of absence. Upon returning to UTHealth, you may choose to buy back your retirement service.

You may also choose to continue insurance benefits while on unpaid leave. However, you are responsible for remitting to Benefits the *full* premium (employee and state portion) to keep insurances in force for any full calendar month that you are in an unpaid leave status.  Please contact a Benefits representative at 713-500-3935 if you have any questions about your benefits during your leave.

Returning from active duty with an honorable discharge entitles you to reinstatement to the same position you left or to a position of like seniority, status and pay as the position you left. Time limits for returning to work depend upon the duration of your active military service. Information regarding the applicable time limits may be found at the following site: <https://www.uth.edu/hr/department/employee-relations/military-rights-and-responsibilities.htm> In all cases, you are urged to contact your manager as soon as possible to advise him/her of your desire to return to work.

If you have any questions regarding this policy, please contact Employee Relations at 713-500-3180.

Sincerely,

Department Administrator

Attachment: Policy 41 Military Leave