



Military Leave of Absence

Understanding your rights and responsibilities under USERRA and the NDAA at the University of Pittsburgh

Military Leave Types

1

USERRA Leave

Provides the employee who is called for military service certain leave-of-absence time, benefit rights, and reemployment rights, provided the notice and protocols are followed in a timely manner.

Coordinated with the Benefits Department.

2

Qualifying Reason Leave (NDAA)

Provides an eligible employee with up to 12 weeks of unpaid leave because of any qualifying exigency arising out of the fact that the spouse, child, or parent of the eligible employee is on active duty or has been notified of an impending call to active-duty status in support of a contingency operation.

Coordinated with FMLA.

3

Caregiver Leave (NDAA)

Provides an eligible employee who is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty with up to 26 weeks of unpaid leave within a single 12-month leave period to care for the service member.

Coordinated with FMLA.

Employee Responsibilities Checklist

Use this checklist to stay on track before, during, and after your USERRA leave.

Before You Leave

- ☐ Give your department supervisor your military orders as soon as you receive them. Provide advance notice whenever possible.

While You're on Leave

- ☐ To determine your pay differential eligibility, submit your military pay statements within 30 calendar days of receipt to your department.
- ☐ Continue submitting all pay statements to your department for the entire length of your leave.
- ☐ Contact the Benefits Department should you need to complete a qualified status change to update your healthcare benefits.

As You Prepare to Return from Leave

- ☐ Communicate your return-to-work date with your department as early as possible.
- ☐ If you plan to take additional time before returning, know that this period may be treated as a Personal Leave of Absence. Coordinate with your department and let them know if you'd like to use vacation or personal days.
- ☐ Remember: how much leave time is available depends on the length of your active military service, under USERRA rules.

After You Return from Leave

- ☐ Contact the Benefits Department within 60 days of returning to work to reinstate or review your benefits.

Questions? Contact HR Benefits

Website: [Office of Human Resources Benefits, Leave Types](#)

Submit a Benefits Inquiry: [Contact OHR](#)

Phone: 833-852-2210

This guide summarizes the University of Pittsburgh military leave policy under USERRA and the NDAA for general reference. For official determinations about your specific situation, contact the Office of Human Resources Benefits Department.