

**ADMINISTRATIVE PROCEDURE: MILITARY LEAVE FOR ACTIVE DUTY**  
**SYNOD OF LAKES AND PRAIRIES**

January 18, 2005

1. That Synod will comply with the Uniformed Services Employment Reemployment Rights Act in the event an employee is involuntarily called to active duty.
2. Upon mobilization for active duty, the employee's compensation (defined as current effective salary) will be discontinued at the point military compensation (including housing and other allowances) begins unless the military compensation is less than the current effective salary, in which case the employee will be paid the difference between the military compensation and the current effective salary as an employee. The equalization of current effective salary will be effective for one year from date of deployment, subject to renewal at the sole discretion of the Synod.
3. Professional reimbursable expenses, including continuing education allowance and reimbursement for travel and business expenses, will be discontinued during active duty. Resumption of such benefits will resume at the commencement of the employee's employment with the Synod.
4. The employee's participation in the Benefits Plan of the Presbyterian Church (U.S.A.) is pursuant to the administrative rules of the Board of Pensions then in effect. (See Administrative Rule Section 1, Rule 122.) It is the member's responsibility to be familiar with and follow the applicable rules of the Board of Pensions.
5. The employee is encouraged to utilize available transition and counseling services as needed upon return to employment.