



MILITARY LEAVE (USERRA)

In compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), all employees are immediately eligible for a military leave of absence. A military leave will be granted if an employee is absent in order to serve in the uniformed services of the United States for a period of up to 5 years (not including certain involuntary extensions of service). Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard, or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases as required by applicable federal or state law.

An employee requesting a Military Leave must **notify Human Resources**, when foreseeable, of the military leave with advance notice (unless unreasonable under the circumstances or precluded by military necessity). Written notification and/or documentation of such leave is preferred, though not required.

Commented [MU71]: Or as appropriate for your organization

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. For more information regarding military leaves, please contact **Human Resources**.

Military leave is an unpaid leave.

Benefits

An employee on approved military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions. For leaves under 31 days or for a period not to exceed 31 days from the date the military leave of absence begins, the employee is still responsible for the premium(s) normally paid by the employee as a regular, active employee. After the initial 31-day period, Company will offer up to 24 months of COBRA continuation coverage for medical and dental insurance to employee and eligible dependents. If elected, the employee will be responsible for the entire benefit(s) premium costs. Failure to submit appropriate premiums could result in the loss of insurance coverage. Details regarding your payment deadlines and your rights on benefits will be sent to you upon approval of your leave request. In some instances, the Company may recover premiums it paid to maintain health coverage for an employee who fails to return to work from a military leave of absence.

Returning from Leave

Employees returning from leave, within the periods required by law, will be reinstated to the same or equivalent position, with equivalent pay, benefits, and other terms and conditions of employment. Failure to return to work or provide timely notice after military assignment may result in termination of employment.

Legal Disclaimer: The materials and information contained herein are intended only to provide general information and in no way constitute legal advice. While these resources are provided in consultation with federal and state statutes, please be aware that additional applicable regulations, laws, and legal considerations may exist. Therefore, if you have specific questions or concerns, please consult legal counsel. Please also be aware that the information provided is current as of 05/08/2023 and the information contained herein is subject to change.