


<b>Human Resources</b>	<b>Document No.</b>	<b>Revision Level:</b>	 MANUFACTURING COMPANY
<b>Description:</b> <b>MILITARY LEAVE POLICY</b>	<b>Issuer:</b>		
	<b>Revised By:</b>		

## 1.0 PURPOSE

**1.1** Employees who are members of the U.S. uniformed services or who are reserve members of the U.S. uniformed services will be granted leaves of absence for military service, training or other obligations in compliance with Federal and State laws.

## 2.0 RESPONSIBILITIES


**2.1** Employees must notify their Supervisors as soon as possible after they become aware of the military obligation and, when possible, at least 30 days prior to the active service start date.

**2.2** Employees with questions regarding the Company's Military Leave Policy, applicable Federal and State laws and continuation of benefits should contact the Human Resources department.

## 3.0 BENEFITS


**3.1** Military service leave is unpaid. However, employees may use any or all earned, but unused, paid vacation during their absence but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

**3.2** Employees should contact the Benefits Manager in the Human Resources department for specific information regarding benefits during military leave and upon reemployment.

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#### 4.0 PROCEDURES

- 4.1** The employee will provide his or her immediate Supervisor with notice that the employee will be engaging in military service, including, where feasible, a copy of the orders directing the military duty, unless the employee is prevented from doing so by military necessity. Employees are requested to provide such notice as soon as possible after they become aware of their military obligation and, when possible, at least 30 days prior to active military service. If 30 days' notice is not possible because of military necessity or for other reasons, employees should give as much notice as possible.
- 4.2** To request a military leave of absence, the employee should, unless prevented from doing so by military necessity, obtain a "Request for Leave of Absence Form" from the Human Resources department.
- 4.3** The Human Resources department will review the Request for Leave of Absence Form, generate the necessary documents and process accordingly.
- 4.4** When the employee intends to return to work, he or she must notify the Human Resources department and return to work within the period set forth below.
- 4.5** If the employee does not return to work or apply to return to work within the applicable timeframe, as set forth further below, the employee will incur an unexcused absence and be subject to disciplinary measures for each day absent as set forth in the "Attendance Policy" in the employee handbook. Unexcused absence days will start on the required date for returning to work or submitted on the application (except when the employee properly uses other leave to which the employee is entitled, or when doing so is impossible or unreasonable through no fault of the employee.)

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## 5.0 REEMPLOYMENT


**5.1** Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to the Human Resources department, including their military discharge documentation, if available, as follows:

- 5.1.1 If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.
- 5.1.2 If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.
- 5.1.3 If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.
- 5.1.4 If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

**5.2** If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need accommodation for specific circumstances beyond their control, they should speak with the Human Resources department as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to rules about unexcused absences.

## 6.0 REFERENCES

- 6.1** Employee Handbook
- 6.2** Family And Medical Leave Act Policy

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## 7.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	<b>Bruce Gallagher</b>		
	<b>Bunny Comilla</b>		

## 8.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES