

# Military Leave Policy

**Policy Number:** HR-LOA-008 **Effective Date:** January 1, 2019 **Last Updated:** March 1, 2023 **Owner:** People Operations **Applies To:** US employees who are members of uniformed services

## Purpose

NovaTech Solutions complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and supports employees who serve in the United States military, reserves, or National Guard.

## Eligibility

This policy applies to employees who are members of: - United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, Space Force) - Army National Guard and Air National Guard - Commissioned Corps of the Public Health Service - Any other category of persons designated by the President in time of war or emergency

## Leave Entitlement

### Duration

- Employees may take cumulative leave of up to **5 years** for military service while employed at NovaTech
- Certain types of service are exempt from the 5-year limit (involuntary extensions, training requirements, etc.)

### Pay During Military Leave

- **First 15 days** of military leave per calendar year: Full pay differential (difference between military base pay and NovaTech salary, if military pay is lower)
- **Beyond 15 days:** Unpaid leave (you receive military pay)

## Types of Military Leave

### Annual Training

- Typically 2 weeks per year for Reserve/Guard members

- Provide notice and copy of orders as early as possible
- NovaTech pays differential for up to 15 days

### **Drill Duty**

- Typically one weekend per month
- Not eligible for pay differential (use weekend)
- Notify manager of drill schedule for planning purposes

### **Active Duty Deployment**

- May last weeks to years
- Provide as much advance notice as possible
- Complete pre-deployment checklist with HR

### **Emergency Activation**

- May occur with little notice
- Notify employer as soon as practicable
- Documentation can be provided after the fact

## **Requesting Military Leave**

### **Advance Notice**

Provide notice to your manager and HR as far in advance as possible. Notice may be:

- Written (preferred) or verbal
- Include expected start and end dates
- Attach copy of orders when available

No specific advance notice time is legally required, but reasonable notice helps plan for coverage.

### **Documentation**

- Copy of military orders
- For drill schedules: annual schedule if available
- For emergency activation: documentation provided when available

### **Workday Submission**

1. Submit leave request in Workday under “Leave of Absence” > “Military Leave”

2. Attach orders
3. HR will confirm processing within 5 business days

## Before Departure

### Checklist

- Notify manager and HR of leave dates
- Submit leave request in Workday
- Provide copy of orders
- Complete knowledge transfer
- Designate emergency contact for HR
- Discuss benefits continuation with HR
- Update direct deposit if needed for military pay
- Set up out-of-office messages

### Benefits Briefing

HR will schedule a briefing to review:

- Health insurance options during leave
- COBRA rights and election period
- Retirement plan options
- Life insurance continuation
- Contact information for HR during deployment

## During Military Leave

### Benefits Continuation

Benefit	Status During Military Leave	Employee Action Required
Health Insurance	May continue up to 24 months	Elect continuation; pay premium
Dental/Vision	May continue	Pay premium
Life Insurance	Company-paid continues	None
401(k)	No contributions	Can make up contributions upon return
Equity	Vesting pauses	Resumes upon return

### Health Insurance Options

1. **Continue NovaTech coverage:** Pay full premium (employee + employer share) for up to 24 months
2. **TRICARE:** Military health coverage
3. **COBRA:** Standard COBRA rights apply

## **Communication**

- HR will reach out periodically (quarterly) if contact information is available
- You may contact HR at any time: military@novatech.com
- Family members may contact HR on your behalf if authorized

## **Returning from Military Leave**

### **Reemployment Rights**

You have the right to be reemployed if you:

- Gave advance notice of service
- Have cumulative military service of 5 years or less
- Were not separated from service under disqualifying conditions
- Report or apply for reemployment within required timeframes

### **Reporting/Application Timeframes**

Leave Duration	Return Deadline
1-30 days	Report to work next scheduled work day after travel time + 8 hours
31-180 days	Submit application within 14 days
181+ days	Submit application within 90 days

These deadlines may be extended for hospitalization or recovery from service-related injury.

### **Position Upon Return**

Leave Duration	Reemployment Position
1-90 days	Same position you would have had if continuously employed
91+ days	Same position OR a position of equivalent seniority, status, and pay

### **Retraining**

If needed to qualify for your position:

- NovaTech will provide reasonable retraining
- Training time is paid
- If you cannot qualify despite reasonable efforts, you'll be placed in a comparable position

## **Prohibited Actions**

NovaTech will not:

- Deny employment, reemployment, retention, promotion, or any benefit based on military service
- Retaliate against anyone exercising USERRA rights
- Discriminate against anyone because of military service

## **Support for Military Families**

### **FMLA Qualifying Exigency Leave**

Family members of service members may be eligible for up to 12 weeks of FMLA leave for qualifying exigencies related to active duty deployment. See FMLA Policy (HR-LOA-005).

### **Military Caregiver Leave**

Family members of covered servicemembers may be eligible for up to 26 weeks of FMLA leave to care for a servicemember with a serious injury or illness.

### **Support Resources**

- Military OneSource: 1-800-342-9647
- Employer Support of the Guard and Reserve (ESGR): 1-800-336-4590
- Veterans Crisis Line: 988, press 1

## **Contact**

For military leave questions:

- Email: [military@novatech.com](mailto:military@novatech.com)
- Phone: 1-800-555-0198
- Slack: #ask-hr

All inquiries are confidential.

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*Related Documents: FMLA Policy (HR-LOA-005), Unpaid Leave Policy (HR-LOA-012), Benefits Overview (HR-BEN-001)*