

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 - Phone: 1-800-555-0198 - Slack: #ask-hr

All inquiries are confidential.

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