

## MILITARY LEAVE POLICY

Applicability: This policy applies to all Oak Hill employees.

Oak Hill employees shall be granted military leave in accordance with all applicable state and federal laws. A military leave of absence will be granted to employees for active duty, active duty training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

Approval for military leave is contingent upon notification to the Director of Compensation & Benefits, Human Resources Department, of the need for a military leave, unless giving notice is precluded by military necessity or otherwise impossible or unreasonable.

Military leave is generally unpaid. Employees may choose, at their option, to utilize any accrued vacation or personal time to cover any period of unpaid military leave. During any military leave involving active duty, an employee and his/her dependents will receive the same health insurance and dental benefits as currently offered to eligible employees in the same benefit status.

Employees returning from active duty must notify Human Resources of their intent to return to work and provide their release papers to Human Resources. Federal law allows the following time limits for returning to work:

- a. Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible;
- b. 31 to 180 days: The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible;
- c. 181 days or more: The employee must apply for reemployment no later than 90 days after completion of military service;
- d. Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

If you do not notify Human Resources within the above-referenced deadlines, and in the absence of exceptional circumstances, Human Resources will assume that you have resigned your employment and will post your position.

Cross-reference: FMLA  
Separation from Employment

Originally published: May 1, 2006