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| <b>Guernsey Memorial Library Policies</b>   |                      | Military Leave      |
| <b>Date Issued: 8/8/2019</b>  | <b>Last Revised:</b> | <b>Page: 1 of 1</b> |
| <h2>Military Leave</h2> <p>A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.</p> <p>The leave will be unpaid. However, employees may use any available paid time off for the absence.</p> <p>Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.</p> <p>Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.</p> <p>Employees who are members of the National Guard or Armed Forces Reserve will be granted up to 30 days leave with pay per year, not deductible from other leave credits, for ordered military duty. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.</p> <p>Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.</p> <p>Contact the Director for more information or questions about military leave.</p> |                      |                     |
| <b>Revision approved by Board:</b>  |                      | <b>Notes:</b>       |