



## Military Leave

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*Employees can take leaves of absence for service in the U.S. Armed Forces.*

### Policy

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UnityPoint Health Des Moines grants short-term and long-term leaves of absence for military service with verification of military orders.

It is the intent of UnityPoint Health Des Moines to comply with the Veteran's Re-employment Rights Statue and the Uniformed Services Employment and Re-employment Rights Act of 1994.

### Procedures

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#### **Eligibility for Short-Term Military Leave**

Regular full-time, part-time, and part-time as needed employees in the National Guard or Reserves are eligible to take short term leave for up to 30 calendar days per year. Department of Defense guidelines recommend that employees give notice to their employers at least 30 days before departing for service "when it is feasible to do so". A copy of the employee's military orders should be provided to the employee's department management as soon as the employee receives their orders.

Short term military leave will be coded in the timekeeping system as non-paid leave.

#### **Short-Term Military Return to Work**

Employees are required to report to work for their first regular work day that occurs at least eight (8) hours after their return from military duty.

#### **Short-Term Military Duty Pay**

Employees returning from short term military duty who are paid by the military at a base rate less than their UPHDM base rate of pay will be paid the difference upon receipt of documentation of military wages to Human Resources. Payment should be received by the next regular pay day.

The employee may choose to use accrued PTO in lieu of non-paid leave. In the event the employee requests payment of PTO, any difference in wages will not be paid.

#### **Eligibility for Long-Term Military Leave**

Regular full-time, part-time, part-time as needed and weekend package employees in the National Guard or Reserves are eligible to take long-term leave for more than 30 calendar days. Department of Defense guidelines recommend that employees give notice to their employers at least 30 days before departing for service "when it is feasible to do so". A copy of the employee's military orders should be provided to the employee's department management as soon as the employee receives their orders.

When military orders are received, the employee completes a Request for Leave of Absence Form. The department director and a representative from the Human Resources Department will review the policy with the employee and answer any questions.

## **Benefits While on Long-Term Military Leave**

### Medical, Dental & Vision Insurance:

Employees already enrolled in a medical, dental and/or vision benefit are eligible to continue their current coverage for up to 24 months at the employee premium. By offering continued coverage at the employee cost, this does not constitute a qualifying event therefore no change in coverage is available.

Arrangements for the payment of premiums must be made in advance with the Human Resources Department prior to departure for service. If payments are not received, benefit coverage will end on the last day of the month in which the last premium was paid.

### PTO Accrual and Pay Out:

The employee has the option to receive payment at the beginning of the leave for all or part of their accrued PTO. The employee can also choose to keep their accrued PTO until they return to work or resign from UnityPoint Health Des Moines. Employees do not earn additional PTO during any unpaid leave.

### Life Insurance and Long Term Disability:

Life insurance and long term disability coverage ends on the last day worked by the employee prior departure for military leave. Life insurance and/or long term disability coverage may be converted within 30 days of their last day worked in their regular position to an individual policy at the employee's request through the insurance carrier. The employee must contact Human Resources benefit office for information regarding conversion paperwork and procedures.

Employees injured or killed while on military duty are not eligible to receive life or disability benefits.

### **Retirement benefits:**

Plan benefits continue as if there was no break in employment. The employee is immediately reinstated into the plan as though there was no break in service. The employee may make up any employee contributions to 401K that were missed due to their leave.

### **Eligibility for Re-employment Following Long-Term Military Leave**

To be eligible for re-employment following long-term military leave, the employee must (as described in USERRA regulations):

1. Have given advance notice of the leave in conformity with the notice requirements.
2. Have been absent for less than five years of military leave (or cumulative protected leave), unless one of the exceptions to the five-year limit applies.
3. Have not been separated from service with a disqualifying discharge or under other than honorable conditions.
4. Apply for re-employment in a timely manner after completion of military service.
  - ❖ Length of absence 30 days or less– employee must contact Human Resources on the next regular business day after discharge.
  - ❖ Length of absence between 31 and 180 days – employee has 14 days following their return from service to apply for re-employment either orally or by written application.
  - ❖ Length of absence of more than 180 days – employees have 90 days following their completion of service to apply for re-employment either orally or by written application.
5. Be qualified to perform the essential functions of his/her former position. If an employee is disabled during military service and cannot perform the essential functions of their

former position, the employee may be entitled to the nearest comparable job they are qualified to perform.

**Returning to Work Following Long-Term Military Leave**

The veteran must contact Human Resources for re-employment within the USERRA designated time frames.

UnityPoint Health Des Moines will restore the returning employee without loss of seniority. The employee's anniversary date will not be adjusted for the period of military leave. Waiting periods for benefit re-enrollments will be waived.

UnityPoint Health--Des Moines will compute pay and benefit accrual rates at the level the employee would have attained had employment not been interrupted.

It is the intent of UnityPoint Health Des Moines to comply with the Veterans Re-employment Statute and the Uniformed Services Employment and Re-employment Rights Act of 1994, not to expand them.

**Related Human Resources Policies:**

Continuing Benefits After Employment or Eligibility Ends - Benefits  
Employee Insurance Benefits - Benefits  
Paid Time Off - Time Off

**Related Forms:**

**Request for Leave of Absence**

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