

Military Duty (Policy Number: B-150)

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Introduction

The Company provides military leaves of absence to all Company employees to perform service in the uniformed services under the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA) and applicable federal, state and local laws.

An employee who leaves the Company to serve in the uniformed services will be entitled to reemployment provided that he or she meets the USERRA eligibility criteria. In addition to the minimum requirements of the law, the Company provides additional compensation and benefits as set forth below to certain employees who temporarily leave civilian employment for service in the uniform services.

Policy

Eligible employees on military leave may receive supplemental compensation and benefits for up to six (6) consecutive months in any rolling twelve month period or multiple leaves totaling up to six months in any calendar year, whichever occurs first ("Compensated Leave Period").

- **Eligibility:** Employees with one or more years of continuous service with the Company are eligible for supplemental compensation from the Company for the Compensated Leave Period.
- **Compensation:** For employees eligible for supplemental compensation, the Company will pay the difference, if any, between the employee's base compensation for their regular civilian work and the compensation received for military service during the Compensated Leave Period.
- **Medical, Dental, or Vision Plan:** An eligible employee enrolled in a Company medical, dental or vision plan at the beginning of any military leave may maintain his or her current coverage during the Compensated Leave Period as long as the employee continues to pay their benefit deductions. NOTE: COBRA paperwork will be forwarded to the employee and any of his or her qualifying dependents following the Compensated Leave Period or other date of benefit cancellation.
- **Profit Sharing and 401K Savings Plan:** An employee's eligibility will be based on plan requirements.

Procedure

- **Enlisted Member:** An employee should notify Human Resources at the time of hire, or when subsequently enlisted, that he or she is a member of a uniformed service.
- **Employee Notice:** It is the employee's responsibility to give the supervisor as much advance notice as possible of the need for a military leave of absence. To receive supplemental compensation, employees must provide documentation of the need for military leave such as a copy of orders, the annual drill schedule, or other types of documentation.
- **Supplemental Pay:** Employees eligible for supplemental pay in accordance with these provisions must submit a copy of the government pay voucher to the Payroll Department so that proper payment can be calculated. Without official documentation, the Company cannot provide any supplemental pay. An employee may submit the required documentation while on continuing leave, or may elect to submit the vouchers upon return to work following service in the uniform services.
- **401K:** Employees eligible for supplemental pay may continue to have voluntary 401K deductions taken from the supplemental pay. If the employee chooses not to have this deduction made, he or she must complete a 401K change form and send it to the Retirement Benefits Department.
- **Election Form:** An employee must complete a Military Leave Benefits Election form located on the Company's intranet. Once completed, this form should be sent to Human Resources for proper handling of benefits for the Compensated Leave Period.

Supervisor

A supervisor must contact the Human Resources Department as soon as they become aware of an employee's need for military leave.

Human Resources

The Human Resources Department will contact the employee to discuss the rights available under USERRA and other applicable military-leave laws as well as the employee's eligibility for supplemental compensation and benefits.

The Company does not: (i) deny individuals initial employment; (ii) deny existing employees any benefit; or (iii) fire employees because of the person's membership in the uniformed services, obligation to perform future service, etc. The Company does not consider military status or service when making hiring, promotion or firing decisions.