

Procedure Title:

LEAVES OF ABSENCE

PROCEDURE NUMBER: 6-0-5

Policy Title:

Military Leave

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. 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.
2. The leave will be unpaid. However, employees may use any available paid time off for the absence.
3. 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. Keystone contributions toward the cost of benefit programs will be discontinued during the leave, beginning with the first of the month following the inception of leave. The employee may choose to continue their benefits at their own cost.
4. Vacation and sick leave benefits will continue to accrue during a military leave of absence.
5. 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.

- 6. Contact the Human Resources Department for more information or questions about military leave.

NOTES: