



Military Leave

It is the policy of John Carroll University to provide military leaves of absence for those employees required to attend mandatory training and/or service in the United States Armed Forces, United States Armed Forces Reserves or National Guard. The university will fully comply with the Uniformed Services Employment and Re-employment Rights Act of 1994. Individuals called to or who volunteer for military service will be granted an unpaid leave of absence for the period of their service, up to a maximum cumulative leave of five years. At the employee's option, earned paid time (vacation or sick time) may be substituted for unpaid military leave.

Nondiscrimination: John Carroll University will not discriminate against employees who are called to military service or who volunteer for membership in the uniformed services.

Advance Notice: Employees requesting leave for military service must give John Carroll University advance verbal or written notice of the leave, preferably in the form of copies of official orders or calls to service, except when precluded by military necessity, impossibility or unreasonableness.

Military Service is defined as service in any uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and any period for which an employee is absent from work for a uniformed service fitness for duty examination. Uniformed services include the United States Armed Forces, the Reserves of any Armed Force, and State Reserves and Guards.

Re-employment Rights

John Carroll University employees called to or who volunteer for military service are entitled to reinstatement to John Carroll University employment upon return from service if the following general conditions are met:

- the employee was not serving at John Carroll University on a temporary basis at the time of the requested leave
- the cumulative length of the employee's military leave and of all previous military leaves does not exceed five years
- the employee provides proof of honorable discharge, or other evidence of satisfactory completion of service
- the employee reports to work or requests reinstatement according to the guidelines noted below

Employee's Obligations Concerning Reinstatement

- Less than 31 days service: employees must report to work by the beginning of the second day after the completion of their military service
- More than 30 days but less than 180 days service: employees must apply for reinstatement within 14 days of the completion of their military service.

- More than 180 days service: employees must apply for reinstatement within 90 days of the completion of their service.

Health Benefits

Employees called to or who volunteer for military service will continue to receive health benefits under the same terms as if they were continually employed for the first 31 days of any military leave; thereafter, employees may elect to continue health benefits for up to the lesser of 18 months or the day after which the employee fails to apply for reinstatement or to return to John Carroll University. Employees electing continued coverage are responsible for paying the entire cost of the offered health coverage, plus a 2% administrative surcharge, where applicable.

Pension Benefits

Persons re-employed under this policy will not be treated as having a break in service for pension purposes.

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