**Military Leave**

Military Leave is anyone enlisted in the U.S. Military Armed Forces.

To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If you are required to attend yearly Reserves or National Guard duty, USS is requesting as much advance notice of your need for military leave as soon as possible so that we can plan for proper coverage while you are away. This leave is not to exceed the number of days allowed by law (including travel).

During your yearly leave, you will be paid your regular FTE wages.

**Active Duty**

If you are called to active duty, United Skin will pay your wages up to 31 days. If you are currently covered under the USS health insurance plan,

* **Absences of less than 31 days.** The employee is entitled to coverage under the health benefits plan as if he or she were employed continuously. The employee continues to pay his or her regular premium.
* **Absences of 31 or more days.**The employee may elect to continue coverage for up to 24 months or for the period of military service (including the time period allowed to reapply for employment), whichever is shorter. As with COBRA, the employee may be required to contribute up to 102 percent of the full premium. Upon reinstatement, the employee must be reinstated immediately into the health plan without any waiting periods or pre-existing condition exclusions.

**When returning from active duty**

***For re-employment after active service under 31 days*.** You must return at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

 ***If service is more than 31 days but less than 181 days*** of active service you must submit a letter of intent for reemployment with Human Resources no later than 14 days following the completion of service.

***If service is over 180 days*** - the employee must submit a letter of intent for reemployment with Human Resources no later than 90 days following the completion of service.

*If the* ***employee is hospitalized or convalescing from a service-connected injury*** - the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.

**Military Leave, con’t.**

**Exceptions to Reemployment**

An employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. Employee's failure to submit a letter for reemployment in a timely manner
2. The Company’s circumstances have so changed as to make reemployment impossible or unreasonable

3. Reemployment would pose an undue hardship upon United Skin Specialists

4. The employee's employment prior to the military service was merely for a brief, non-recurrent period

 and there was no reasonable expectation that the employment would have continued indefinitely or

 for a significant period.

5. The employee did not receive an honorable discharge from military service.

Military Leave can/will run concurrently with other leave options, if applicable, such as PTO, Short-Term Disability, FMLA, State Pregnancy Leave, etc. Please see HR for more information.