

NORTHCARE NETWORK

POLICY TITLE: Military Leave (Temporary)	CATEGORY: Personnel: Compensation/Benefits	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 3/17/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Manager	CEO APPROVAL DATE: 4/3/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

Employees who are inducted into a recognized branch of the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces will be granted leaves of absence for military service, training, or other obligations in compliance with state and federal laws.

PURPOSE

The purpose of this policy is to comply with applicable federal and state law regarding the rights of employees who serve in the military and to allow an employee paid or unpaid time off or supplemental pay benefits for periods of training or active duty in the uniformed services.

DEFINITIONS

N/A

REFERENCES

FMLA Policy

HISTORY

NEW POLICY: 1/1/15

REVIEW DATE: 12/3/14, 10/16/15, 8/22/16, 6/19/17, 4/20/18, 2/15/19, 12/1/19, 10/29/20, 8/26/21, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 2/15/19, 5/8/24, 3/17/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 1/7/20, 11/3/20, 9/7/21, 8/1/23, 6/11/24, 4/3/25

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

Employees are requested to notify their CEO/Supervisor as soon as they are notified of a military obligation. To request a Military Leave of Absence an employee must submit a written request with a copy of the orders to the HR Manager.

Employees requesting a Military Leave of Absence may use accrued PTO (paid time off) or request a leave without pay. Employees may be eligible for military leave under FMLA. At the end of the leave, employees generally have the right to return to the same position or to a position with equivalent seniority and pay. NorthCare Network will pay the difference between military pay and regular salary for four (4) weeks, 2 pay periods each calendar year.

Questions regarding the company's military leave policy, applicable state and federal laws and continuation of benefits should be directed to the HR Manager.