



SUBJECT:	Military Leave
POLICY NO:	IV:26
APPLICABLE TO:	Regular Full-Time/Part-Time Employees
PAGE NO:	1 of 2
EFFECTIVE DATE:	August 1, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that it should facilitate the fulfilling of an employee's military duty.

Therefore, the policy of HHRI is as follows:

Military Reserves or National Guard

- A. If the employee is a regular full-time/part-time employee, and is required to serve in a Reserve or National Guard unit for yearly two-week training periods, HHRI grants the necessary time off with the following provisions:
1. Two weeks (ten working days) of training will be considered paid leave of absence.
 - (a) If the employee's military pay for the two-week period equals or exceeds his/her regular salary, this period will be considered unpaid leave.
 - (b) If the employee's military pay is less than two weeks salary, HHRI will give the employee the difference upon his/her return from training.
 2. If the employee is required to serve additional weeks, this will be an unpaid leave, unless the employee chooses to use their floating holiday and/or vacation.
- B. Emergency Call Up - If an employee who is a member of either the Reserves or National Guard is required to serve for a limited period of time (no more than 20 working days within a calendar year) during emergencies or disaster period (i.e. floods, tornadoes, etc.), this will be considered as paid leave of absence.

Military Leave

- A. Military service leave of absence will be granted to full-time regular employees ordered to or who enlist in active service with the U.S. Armed Forces.
- B. Following these periods, employees are eligible for reemployment rights under the Veterans' Reemployment Rights Statute.
- C. A military leave shall commence on the date on which the covered employee is ordered to active duty or enlistment and shall continue until terminated in any of the following:
1. Reemployment in HHRI's service.
 2. Failure to apply for reemployment within 90 days after release from active duty.
 3. Reenlistment for active duty beyond the period required by law.
 4. Discharge from military service under conditions other than honorable.
- D. Upon reemployment in HHRI's service, the employee will be returned to the same or a comparable job (or to a suitable job if physically impaired by military service). The employee will also be granted any general pay adjustments (other than merit raises based on performance standards prescribed by established practice), and increased benefits that would have been received had he/she not been ordered to active military service. Any HHRI paid benefits, including vacation, will cease during the period of military service and will resume upon return to HHRI's service.



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II. PROCEDURE:

The employee is expected to notify his/her supervisor/manager as far in advance of the leave as possible.

Military Reserves or National Guard

- A. On discharge from the service, an equivalent position will be provided to the employee. However, the employee must:
 - 1. Submit his/her military pay voucher to Payroll to receive the pay differential of military and HHRI pay.
 - 2. Receive a certificate of satisfactory service.
 - 3. Remain qualified to perform the essential job functions of the position.
- B. Upon return from an Emergency Call Up, the employee must submit proof of his/her service.
 - 1. Any more than 20 working days on Emergency Call Up will be classified as either a personal or Military Leave of Absence, depending on the circumstances.

Military Leave

- A. The supervisor/manager should contact Human Resources immediately to initiate proper documentation.
- B. The employee must apply for reemployment within 90 days after honorable discharge from military service, or from hospitalization continuing after separation for not more than one year. Application must be made by reservists within 31 days after separation from the completion of initial active duty for training.
- C. The employee shall report for work at the beginning of the next regularly scheduled working period after expiration of the last calendar day necessary to travel from the place of training, or within a reasonable time thereafter if delayed return is due to factors beyond the employee's control.
- D. The original hire date of full-time status will be maintained for the purpose of determining HHRI service.
- E. The employee's record will indicate "Military Service Leave of Absence" for the period of military service.