

**MARKLUND**  
**HUMAN RESOURCES POLICY & PROCEDURE**

**POLICY NO: 5.3.3** **PAGE: 1 OF 1**  
**SUBJECT: MILITARY LEAVE OF ABSENCE (ACTIVE DUTY)**  
**DEPARTMENTS AFFECTED: ALL** **APPROVED BY:**  
**ISSUED: 8-19-96 REVISED: 7-22-98** **EFFECTIVE DATE: 8-30-96**

**PURPOSE:** To support service in the Armed Forces of the United States by providing leaves of absence for employees who enlist or are inducted into active duty for the duration of their military service.

**POLICY AND PROCEDURES:**

- I. An employee other than one occupying a temporary position who enters active military Service of the United States will be granted a leave of absence for the duration of their military service.
  - A. The employee's participation in Marklund's Health Insurance Plan will be discontinued on the first day of the month following the beginning of the military leave.
  - B. Upon re-employment, the employee's salary will be established so that the same status is enjoyed had the employee been working during the period of leave.
    1. If the employee is returned to the same position, they will be awarded any general or progression increases granted during the period of the leave.
    2. If the employee is returned to a less responsible position, the employee's salary will be either the salary paid before induction or the maximum rate paid for the new position, whichever is less.
- II. Employees in the United States military reserve will be allowed up to two weeks per year off the job to serve a tour of duty.
  - A. Employees with at least six months service will be paid the amount by which their regular base pay exceeds their military pay for these two weeks.
  - B. The employee should mark their regular timecard with an "M" and attach a statement of earnings from the military for the period served.
  - C. This period for military reserve duty is not considered a leave of absence.