

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO. 5.3.5

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SUBJECT: FAMILY MILITARY LEAVE OF ABSENCE

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUE DATE: 5/1/13

REV/DATE:

EFFECTIVE DATE: 5/1/13

PURPOSE:

To comply with the Family Military Leave Act (820 ILCS 151/), Marklund provides military leave to employees to visit with a spouse or child who has been called into military service.

POLICY AND PROCEDURE:

1. Employees who have worked for Marklund for at least 12 months and at least 1,250 hours for the prior 12 months are entitled to take unpaid, job-protected leave to visit with a spouse or child who has been called into military service that will last longer than 30 calendar days.
2. Marklund will provide up to 30 days of leave, provided that the employee complies with all procedural requirements.
3. Employees must give Marklund at least 14 calendar days' notice of the intended date upon which the family military leave will commence if leave will consist of five or more consecutive work days.
4. Marklund will not interfere with or restrain an eligible employee's request for leave, and will not retaliate against employees who exercise this right.
5. During any family military leave, Marklund will make it possible for employees to continue their benefits at the employee's expense.
6. Employees who return to work from leave of absence are entitled to return to their job or an equivalent position without loss of benefits or pay.
7. As soon as an employee requests a leave of any kind, the department manager must notify Human Resources of the nature and expected dates of the leave by initiating a status change.
8. Family military leave of absence over 30 days will result in an adjusted hire date for purposes of certain benefit and seniority calculations.

9. Employees are expected to return to work upon completion of their approved leave. If they do not return or request an extension on or before the date of the expiration of the leave, it will be assumed that they do not intend to return to work and the employment relationship will be terminated. Employment is normally considered terminated if the employee fails to return on the first regularly scheduled workday after the leave ends.

- 10.** If the employee misrepresents the reason for a leave, the leave will be immediately canceled and employee will be subject to developmental action.