

## **Military Leave**

HACM complies with the State and Federal laws regarding the rights of employees who enter military service. If an employee is called into duty and meets all legal requirements, HACM will allow the needed time off to fulfill this commitment.

Employees must submit proof of a required military leave to their direct supervisor/manager. A Personnel Transaction Form, completed and signed by the supervisor/manager, the proof and an estimated date of return must be sent to Human Resources prior to taking the leave.

### **Employment Rights**

The employee's employment rights will be preserved while the employee is on military leave. Pay increases, vacations, and other benefits that would have accrued had the employee not been on military leave of absence, will be given to the employee upon returning to HACM after the military leave is over.

### **Reinstatement**

Unless circumstances at HACM change so drastically while the employee is on annual or active duty military leave that reinstatement is impossible or impractical, when the employee returns to HACM after military leave, the employee will either be reinstated to the position the employee held before taking military leave or be given a similar position with the same seniority, status, and pay, if the following conditions are met:

1. The employee gives HACM advanced notice of his/her military service;
2. The cumulative period of service does not exceed five (5) years; and
3. The employee reports to work or submits an application for re-employment as specified by the Uniformed Services Employment and Re-employment Rights Act of 1994.

### **Nondiscrimination**

HACM makes it a policy not to discriminate in any way against employees who are members of the military.