

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR40.03

SUBJECT: MILITARY LEAVE OF ABSENCE

DATE REVIEWED/REVISED: 11/98, 3/16, 11/18, 12/19, 3/20, 7/20

POLICY STATEMENT:

Full-time and part-time employees who perform military duty on a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard or Reserve duty, or who require an examination to determine their fitness to perform such duties, will be granted a leave of absence as required under state or federal law. Employees on military leave will be paid the difference, if any, between the military salary and his/ her regular rate of pay for the first seventeen (17) days of the leave.

The employee's regular rate of pay during Military Leave will be his or her base rate multiplied by the number of hours that he/she has been scheduled to work for that period. In order to be paid, the employee must submit a statement to RVCC from the branch of service showing the amount of salary received. Employees on Military Leave may, but are not required to, use accrued time benefits (holiday, personal, vacation) earned but unused as of the first day of Military Leave.

Employees will receive credit for any scheduled hours that they were unable to work because of military duty. Credit for hours served on military duty will count toward hire-to-date service hours, pension, vacation, holiday, personal and sick time accruals. Employees who are absent because of military service will be entitled to re-employment according to the applicable State and Federal statutes in effect at the time of their release from military duty.

Employees on Military Leave will be maintained on RVCC's health insurance plans for up to a total of 24 months while the employee is on leave, so long as the employee pays his/her share of the applicable premium(s). The employee and dependents are eligible for outpatient discounts on hearing aids and ear molds. Life insurance and Long-Term Disability insurance will remain in effect for the employee during his/her military service, subject to applicable policy exclusions.

RVCC will not discriminate against service members or applicant to the service because of past, current or future military service.

RVCC reserves the right to transfer client caseloads for employees who are on an approved leave based on the clinical needs of the clients and availability of staff. Caseload reassignment will be performed at the Clinical Supervisor's discretion with approval by the Clinical Director. These steps will ensure the well-being of RVCC clients as well as promote best clinical practices.