

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 410 – Military Leave**

**1. Policies**

- a. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- b. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
- c. The leave will be unpaid; however, employees may use any available paid time off (vacation or personal) for the absence.
- d. Continuation of eligible insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
- e. The Partnership for Children of Cumberland County, Inc. (PFC) pays for the first 30 days of eligible insurance benefits with the employee paying their portion. After the first 30 days, the employee is responsible for 100% of the premium payment.
- f. Vacation, sick, personal days and child involvement leave accruals or holiday benefits will be suspended during the leave and will resume upon the employee's return to active employment.
- g. Employees on military leave of absence for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time.
- h. Employees on military leave of absence for 30 days or more must apply for reinstatement in accordance with USERRA and all applicable state laws.
- i. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA.
- j. Employees returning from military will be treated as though they were continuously employed for purposes of determining benefits based on length of service.