

# MILITARY LEAVE

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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). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available PTO for the absence.

Continuation of health 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.

PTO will continue to accrue during a military leave of absence.

Employees whose period of service is less than 31 days must report back to work at the first regularly scheduled business day after the completion of military service and the time required for return from the place of military service to the place of civilian employment. Employees called to active duty for more than 30 days, but less than 181 days, must report back to work not more than 14 days after the completion of military service. Employees called to active duty for more than 180 days must report back to work not more than 90 days after the completion of military service.

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. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Dunwoody College of Technology will grant an unpaid leave of absence of up to ten working days to an employee whose immediate family member is killed or injured while on active military duty. For purposes of this section "immediate family member" refers to the employee's parent, child, grandparent, sibling or spouse.

One day of unpaid leave will be granted to an employee to attend the sendoff and one day of unpaid leave will be granted to attend the homecoming ceremony for the employee's grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée who has been ordered into active military service in support of a war or other national emergency, unless such leave would unduly disrupt the operations of the College.