4.7 – Policy on Military Leave

**Purpose**

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on Military Leave.

**Applicability**

This Policy applies to all Wesley College staff.

**Policy Statement**

Wesley College complies with all the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to eligible employees for a period of four years (4) plus a one-year voluntary extension of active duty (five years total).

Employees must provide advance written or verbal notice to their supervisor and Human Resources of their intent to take military unless giving such notice is impossible, unreasonable, or precluded by military necessity. While written notice is preferred, it is not required.

An employee’s salary will not continue during a military leave unless required by law. At the employee’s request, the employee may be paid any accrued but unused paid time off during military leave. This includes members of the National Guard or Reserves who take a leave of absence for military training.

Benefit coverage will continue for up to thirty-one (31) days of leave, as long as the employee pays the employee’s portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits only under COBRA, and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, the employee will be reinstated with the same seniority, pay, status, and benefit rights that s/he would have had if s/he had worked continuously. Employees must apply for reemployment upon discharge from the military. Employees who fail to report for work within the prescribed time after the completion of military service will be considered to have voluntarily terminated her/his employment.

An employee who was a participant in Wesley College’s 403(b) plan at the time s/he left for military duty may make additional contributions to the plan. The employee may initiate these additional payments as of his/her reemployment date and continue them for the period of time permitted by law.