

FHPA

Florida Health Plan Administrators, L.L.C.

Subject: Military Leave
Policy Number: 550
Effective Date: November 18, 2002
Previous Version Date: None
Applies To: All Employees

Purpose

To establish a method of granting employees leave for active duty, military training, reserve duty, drills and maneuvers.

Policy

In accordance with government standards, the company will grant Military Leave to any Regular Full Time or Regular Part Time employee for the purpose of military service in the Armed Forces of the United States, provided that the employee gives advance written notice of the leave except when such notice is precluded by military necessity, impossibility or unreasonableness.

Military leave may consist of:

Extended Military Leave when an employee enlists or is ordered into active-duty service for any length of time not to exceed five (5) years. This includes employees who are members of the National Guard and called to active federal duty.

Temporary Military Leave when an employee is ordered into active duty not to exceed one hundred eighty (180) days, including travel to and from such duty.

Reserve Training Leave for inactive duty such as meeting or drills of up to two (2) weeks per year.

Emergency National Guard Leave when an employee who as a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency not to exceed one hundred eighty (180) days.

Physical Examination Leave when an employee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law or during a period of war or comparable national emergency. This leave may not exceed 72 hours.

Procedure

Although military leave is unpaid, employees may request to use their accrued Paid Time Off balances if they choose.

Employees must request any type of Military Leave in writing on a Leave Request Form (Available in Appendix A).

Eligible employees called to duty will be offered COBRA continuation of their applicable insurance benefits.

In accordance with applicable law, employees are guaranteed reinstatement to their prior position or a like position provided that they notify Human Resources and their Supervisor in advance and that they are honorably discharged, including general discharge. Upon reinstatement, employees will receive seniority, compensation and benefits, including salary increases that they would have received had they not been on leave.