

Ivy Preparatory Academy

Board Policy

Military Service Leave

Ivy Prep is committed to protecting the job rights of employees absent due to military leave. In accordance with federal and state law, it is Ivy's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the Uniformed Services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Military leaves of absence will be unpaid. However, employees may use any available PTO for the absence.

Continuation of health insurance benefits is available as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA) based on length of the leave and subject to the terms, conditions and limitations of the application plans for which the employee is otherwise eligible.

Time off and holiday benefits will not continue to accrue during a military leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need.

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.

Effective Date: 11/19/19

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Authority and/or Cross-Reference