

# Frequently Asked Questions (FAQ)

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## Military Leave of Absence

**Question:** **Who is eligible to take a Military Leave of Absence?**

**Answer:** Employees must meet the following criteria:

- Must temporarily leave their position to perform military service
- Have an employee status of full time, part time or per diem. If employment status is temporary, the employee must have a reasonable expectation of continued employment indefinitely or for a significant period of time.

**Question:** **How much leave can be taken while on a Military Leave of Absence?**

**Answer:** Duration of a Military Leave of Absence is dependent upon the length of military service of each eligible employee.

**Question:** **Is there an employee cost for Military Leave of Absence benefits?**

**Answer:** No, employees do not have to pay a premium to be eligible for this benefit.

**Question:** **Is there a waiting period before an employee is eligible for a Military Leave of Absence?**

**Answer:** No, all employees are eligible once they have met the eligibility threshold.

**Question:** **Do Military Leave of Absence benefits include a level of income replacement?**

**Answer:** Not by law. However, eligible employees can receive supplemental pay for a period of up to two (2) weeks per year in addition to compensation received for their military service.

**Question:** **Does a Military Leave of Absence run concurrently with other types of leave?**

**Answer:** It may. If an employee is eligible for other leaves that may run concurrently with a Military Leave of Absence, Lincoln Financial will contact them directly.

**Question:** **Can PTO and/or vacation time be used to supplement unpaid time off while taking a Military Leave of Absence?**

**Answer:** Eligible Unity and Clifton Springs employees are provided the option to use their available PTO balance during their military leave in the following ways:

- Receive payment for any unused PTO at the start of their leave
- Receive payment from their available PTO bank throughout the course of their leave
- Have their unused PTO fully restored as if they continued working upon their reinstatement for employment

**Question:** **What happens to any benefit premium deductions during a Military Leave of Absence?**

**Answer:** Rochester Regional Health will continue benefit coverage during a leave period at the same level and under the same conditions as if an employee had continued to work. However, because a Leave of Absence is unpaid, any unpaid premium balances will be deducted from an employee's paycheck upon their return to work. If the event an employee enrolls in health care coverage through the military and is also enrolled in health care coverage with Rochester Regional Health, they must contact Leave Administration within 30 days to elect to cancel their employer group coverage.

**Question:** **Is a Military Leave of Absence a job protected benefit?**

**Answer:** Yes, an employee's position is protected while on a Military Leave of Absence.

**Question:** **How does an employee apply for a Military Leave of Absence?**

**Answer:** Notify your supervisor and the [Leave Administration Department](#) in advance of your leave with a copy of your military orders (unless giving notice is impossible, unreasonable or precluded by military necessity).

**Question:** **How does an employee return to work once their Military Leave of Absence has ended?**

**Answer:** Provide advance notice of your return or, if applicable, submit an application for reemployment with Rochester Regional Health. Please note that you application for reemployment may be time sensitive.

### Questions?

For more information, the following resources below are available:

Affiliate	Resources
RGHS, UHS, Clifton Springs, Newark Wayne	Lincoln Financial: 1-888-778-9217 HR Leave Administration Team: 585-922-1100 option 5 Email: <a href="mailto:LeaveAdmin@RochesterRegional.org">LeaveAdmin@RochesterRegional.org</a> Policy: <a href="#">HRBEN 03</a>

**PLEASE NOTE:** This document is intended to be informational only. Please refer to policy and/or plan documents, as appropriate, or follow up with the Leave Administration Department for more information.