

# Military Leave of Absence

## What is a Military Leave of Absence?

- Rochester Regional Health provides military leave to eligible employees in accordance with federal and state law

## Who is Eligible?

Employees that 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 status is **temporary**, employee must have reasonable expectation of **continued employment indefinitely or for a significant period of time**

## What Else Should I Know?

- **Job Protection** – Employees will be treated as if they were continuously employed while on leave, ensuring job and benefit protection upon returning to work
- **Supplemental Pay** – Eligible employees can receive supplemental pay for a period of up to two (2) weeks per year

## How Do I Apply?

- Employees must notify their supervisor and [Leave Administration](#) in advance of their leave with a **copy of their military orders** (unless giving notice is impossible, unreasonable or precluded by military necessity)
- Upon return from military service, employees must provide **advance notice of their return to work** or submit an **application for reemployment** (if applicable)