

MILITARY LEAVE OF ABSENCE

What is Military Leave of Absence?

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



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.

Who's 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**.

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).

* For additional information and eligibility requirements, please refer to Military Leave of Absence policy [HRBEN 04](#)