

# Military Leave Policy Template

## 1. Purpose

This policy outlines the guidelines and procedures for military leave for employees of [Company Name].

## 2. Eligibility

All employees of [Company Name] who are members of the United States Armed Forces Reserve or National Guard are eligible for military leave.

## 3. Notification

Employees must provide advance notice to their supervisor of the need for military leave, unless military necessity prevents such notice.

## 4. Duration

Military leave will be granted for the duration of required military service, as outlined by official military orders.

## 5. Pay and Benefits

During military leave, employees will continue to receive their regular pay and benefits, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## 6. Reinstatement

Upon completion of military service, employees will be reinstated to their previous position or a comparable position, as required by USERRA.

## 7. Documentation

Employees must provide a copy of their military orders to HR for record-keeping purposes.

## 8. Resources

For more information on military leave rights and responsibilities, please refer to the Department of Labor's website on USERRA: [link to official source].

## 9. Compliance

All employees and supervisors are expected to comply with this policy and any applicable laws regarding military leave.

**10. Contact**

For questions or concerns regarding military leave, employees should contact HR at [HR contact information].

[Company Name] reserves the right to update or modify this policy as needed.