



# Be Present

## Military Leave Policy

“Military Leave” is any time off that is provided to team members who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) protects job rights and benefits for veterans and members of the reserves. USERRA, and various state laws, apply to all employers doing business in this country regardless of size. The Act applies to persons who perform voluntary or involuntary duty in the “uniformed services” - including the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services.

It is Thompson Thrift’s policy that no team member or prospective team member will be subjected to any form of discrimination on the basis of that person’s membership in, or obligation to perform service in, the Uniformed Services. USERRA also contains specific requirements and obligations for employers and team members regarding leaves of absence and reinstatement following service in the Uniformed Services. Thompson Thrift will follow all federal and state requirements relating to service in the Uniformed Services. If you are called to duty or, are or will be, performing service in the Uniformed Services (including annual training and other obligations), please contact the Human Resources Department for further information.

In addition to the USERRA requirements, Thompson Thrift team members will continue to receive 100% of their salary for up to 10 workdays per year while engaged in reserve duty, military training and/or on active duty. For any period of time spent on military duty/training in excess of the maximum paid time allowed, Thompson Thrift will pay the difference in the team member’s Military pay and his/her Thompson Thrift salary. If the team member’s military pay is more than or equal to his/her salary, Thompson Thrift will not provide any differential pay. Military pay consists of base pay, plus allowance for longevity, subsistence, quarters, and dependents, plus pay for sea, flight, foreign and hazardous duty. Military pay does not include reimbursement for travel expenses.

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**Family Impact  
Benefits Program**





# Be Present

## Military Leave Policy *(continued)*

A request for time off for annual military reserve duty should be made to the Team Member's immediate supervisor or department head at least two (2) weeks in advance of the duty. The request should include the dates of departure and return and should be accompanied by a copy of the official orders, if possible. The Team Member will be asked to provide a copy of official orders for leaves exceeding thirty (30) days in duration.



**Family Impact  
Benefits Program**

