## **Military leave policy template**

[Organization Name]

Military leave policy

### **Brief & purpose**

[Organization Name] recognizes the importance of supporting our employees who serve in the military. This policy outlines the guidelines for military leave, ensuring compliance with federal and state laws while also promoting a supportive work environment for our employees.

### **Eligibility criteria**

The following categories of employees are eligible for military leave:

1. Active duty members of the US Armed Forces
2. Members of the Reserves or National Guard called to active duty
3. Volunteer service members participating in training exercises or mobilized for active duty
4. Employees serving in a military academy

### **Types of military leave**

Employees may take the following types of military leave:

* Basic Training: Up to 12 weeks of paid leave for initial military training
* Annual Training: Up to 2 weeks of paid leave for annual military drills
* Active Duty: Up to 6 months of paid leave for active duty service
* Family Support: Up to 2 weeks of paid leave to care for a family member with a serious health condition related to military service
* Emergency Leave: Up to 3 days of paid leave in case of a military emergency or death in the employee's immediate family
* Bereavement Leave: Up to 5 days of paid leave for mourning the loss of an immediate family member due to military service

### **Procedures for requesting and approving military leave**

1. Provide written notice to your supervisor at least 30 calendar days before starting military leave, unless such notice is impossible due to military requirements or urgent circumstances.
2. Submit documentation supporting your military orders or service obligations.
3. Receive approval from your supervisor and HR representative.
4. Ensure that your work responsibilities are transferred or covered during your absence.

### **Reinstatement rights**

Upon returning from military leave, employees will be reinstated to their previous position provided they meet the following conditions:

* They have been honorably discharged or released from military duty
* They have not exceeded the maximum period of military leave (generally 5 years)
* They apply for reemployment within the applicable time frame (generally 90 days)

### **Confidentiality and non-discrimination provisions**

Personal information related to an employee's military service will remain confidential.  
[Organization Name] prohibits discrimination against employees based on their military status, including hiring, promotion, or disciplinary actions.

### **Acknowledgment**

I acknowledge that I have read and understood [Organization Name]'s Military Leave Policy. I understand that this policy supersedes any conflicting provisions in my employment contract or agreement.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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