

6.08 Military Leave

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to grant military leave of absence to employees, with the exception of, those occupying temporary positions, in order to attend scheduled drills or training or, when called to active duty with the U.S. armed services.

Procedure:

All military leave will be unpaid. However, employees may use any accumulated vacation days for the absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Employees will be restored to the job and benefits they would have attained if they had not been absent due to military services or, in some cases, a comparable job.

Refer to Policy 6.10, *Family and Medical Leave*.