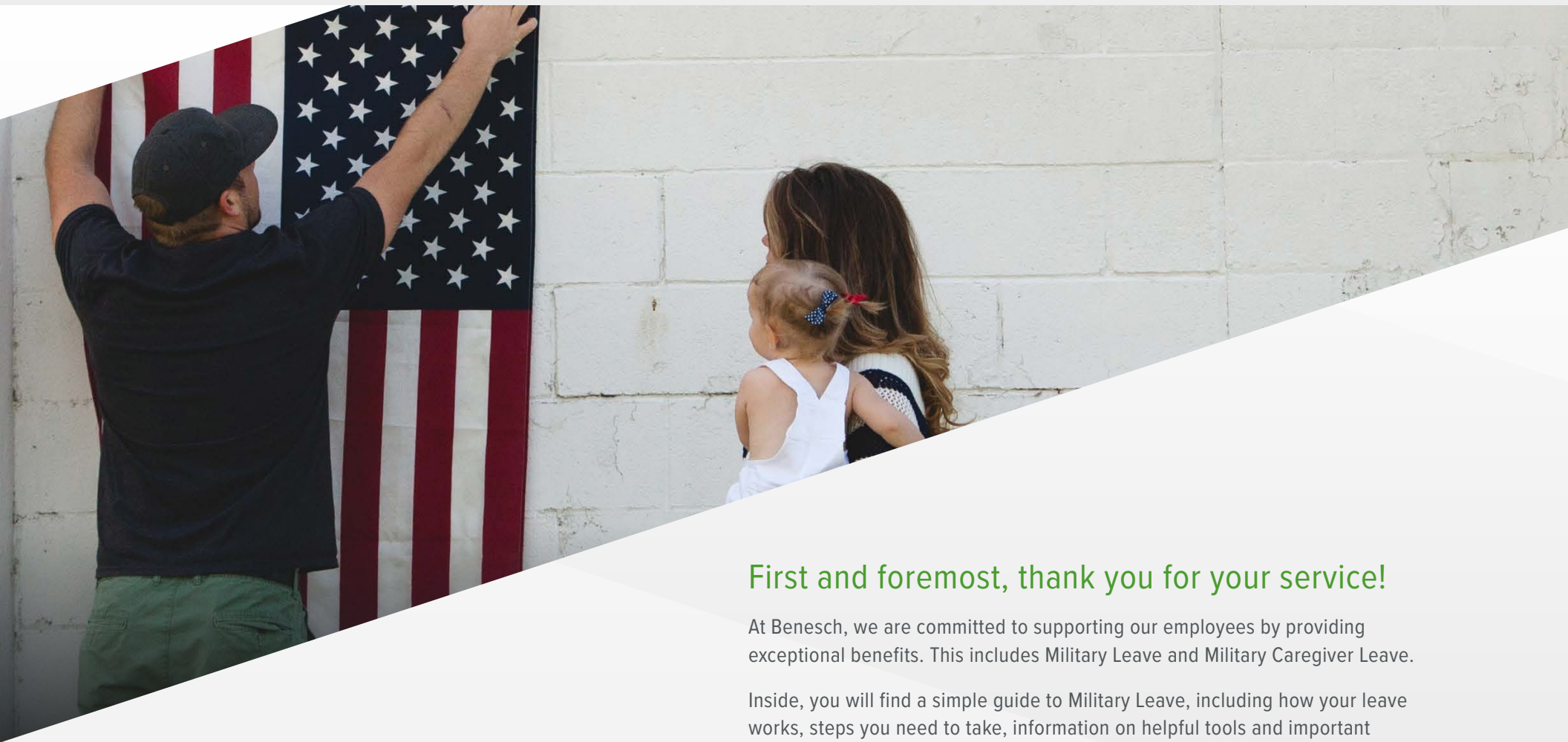




# YOUR GUIDE TO MILITARY LEAVE

USERRA & FMLA: Military Exigency



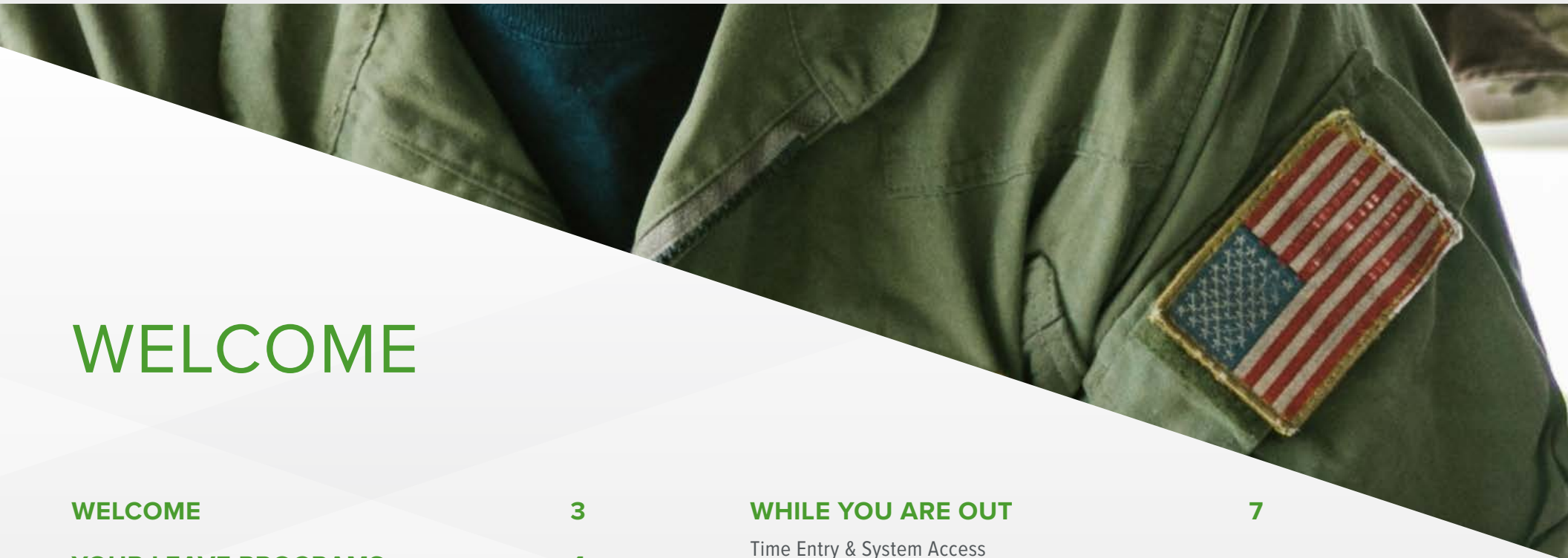
## First and foremost, thank you for your service!

At Benesch, we are committed to supporting our employees by providing exceptional benefits. This includes Military Leave and Military Caregiver Leave.

Inside, you will find a simple guide to Military Leave, including how your leave works, steps you need to take, information on helpful tools and important contact information.

### **START EXPLORING**

Use the section links at the top of each page, bold links throughout the guide, or simply click on the arrows at the bottom of each page to navigate through the guide.



# WELCOME

<b>WELCOME</b>	<b>3</b>	<b>WHILE YOU ARE OUT</b>	<b>7</b>
<b>YOUR LEAVE PROGRAMS</b>	<b>4</b>	Time Entry & System Access	
Paid Military Leave		Submitting Expenses	
USERRA		Missed Benefit Premiums	
FMLA: Military Exigency		<b>ADDITIONAL SUPPORT</b>	<b>8</b>
<b>LEAVE OF ABSENCE PARTNER</b>	<b>5</b>	Employee Assistance Program (EAP)	
Our Leave of Absence Partner		<b>IMPORTANT CONTACTS</b>	<b>9</b>
<b>THE LEAVE PROCESS &amp; CHECKLIST</b>	<b>6</b>		
Prior to Your Leave			
During Your Leave			
Prior to Your Return to Work			
After You Return to Work			

# YOUR LEAVE PROGRAMS

Your leave may consist of a combination of the following:

## PAID MILITARY LEAVE

All Benefit Eligible employees are eligible for paid Military Leave as of your benefits effective date. Military Leave consists of five days (40 hours) of paid time off for full-time employees. For part-time employees on the 24/32-hour work week, the time is pro-rated to 24 or 32 hours respectively. Paid Military Time can be taken in a single continuous block of time or employees may break-up this time and to take it intermittently. Paid Time Benefits (PTB) accruals will not be affected, and holidays will be paid while on approved Military Leave. Paid Military Leave will run concurrently with USERRA Leave.

Benesch pays 40 hours of military paid leave by calendar year. Military employees who need to take more time off (beyond 40 hours) within the same calendar year may use banked time or PTB balances.

## USERRA

USERRA leave covers the military member only. This would be used for an employee's own military duty.

- Entitlement is up to five years
- A copy of the military member's active duty orders are requested, however, it is not required for leave approval.

## Eligibility for USERRA

Under USERRA Military Leave, which covers the military member only, there is no service month or service hour requirement. Employees are eligible upon first date of employment. Paid Time Benefits (PTB) accruals will not be affected, and holidays will be paid while on approved USERRA leave.

### What branches of the military qualify?

- Active military in all branches of service (excluding militias)
- Reserve component of the Army National Guard of the United States
- Army Reserve
- Navy Reserve
- Marine Corps Reserve
- Air National Guard of the United States
- Air Force Reserve and Coast Guard Reserve
- Retired members of the regular armed forces or reserve

## FMLA: MILITARY EXIGENCY

Military Exigency falls under the Family Medical Leave Act (FMLA) and may be used for reasons other than an employee's own military duty, such as to care for a family member.

- Allows for up to 12 weeks off in a 12-month period.
- To take a qualifying exigency leave, the military member must be the employee's spouse, parent or child (biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee has stood in loco parentis) who has served in a qualifying Armed Forces branch.

Required documentation is as follows:

- An Exigency Certification form
- A copy of the military member's active-duty orders
- A statement or description of the appropriate facts regarding the qualifying exigency reason

## Eligibility for FMLA: Military Exigency

Benesch employees who have worked a minimum of 1,250 hours for at least 12 months are eligible for Military Exigency to care for a family member. Paid Time Benefits (PTB) accruals will not be affected, and holidays will be paid while on approved Military Exigency leave.

### What reasons may allow an employee to use the military exigency leave?

- Short notice deployment
- Military events and activities
- Parental care
- Childcare and school activities
- Financial care and arrangements
- Military member care
- Counseling
- Rest and recuperation
- Post-deployment ceremonies, activities and functions
- Any other activities or events as a result of military service



# LEAVE OF ABSENCE PARTNER

## OUR LEAVE OF ABSENCE PARTNER

**Benesch leaves of absence are administered by Lincoln Financial Group (LFG).**

Lincoln Financial Group is available 24 hours a day, 7 days a week, and offers employees direct access to claims/leave resources and information.

You can report a claim/leave and check its status through [MyLincolnPortal.com](https://mylincolnportal.com) (first-time users must register using Company Code: **AlfredBenesch**) or by calling **888.408.7300**. (Mon-Fri 8am-8pm EST)

**Filing a leave of absence with Lincoln Financial is easy—here's what you can expect:**

- Request a leave of absence with Lincoln Financial.
- LFG will provide a FMLA acknowledgment letter within two days of receiving your initial request. The letter will outline required documentation you may need to submit and a timeline for your submission.
- Once LFG has received and reviewed your documentation, they may then approve your claim and notify Benesch Benefits.





# THE LEAVE PROCESS & CHECKLIST



## Prior To Your Leave

- Inform your Supervisor of your expected leave of absence.
- Contact Lincoln Financial Group to file for a leave of absence.



## During Your Leave

- Enter the Military Leave code in Deltek Vantagepoint for the first five days of Military Leave.
  - Please charge 00000039.xx (xx being your Division number).



## Prior To Your Return to Work

- Notify Lincoln Financial Group of your return-to-work date.
- Inform your supervisor of your return-to-work date.



## After You Return to Work

- The Benefits Team will reach out to you if you had any missed benefit premiums and figure out a schedule to collect those premiums through payroll deductions.

# WHILE YOU ARE OUT

Here is a high-level overview of important points to consider while you are out on leave.

## TIME ENTRY & SYSTEM ACCESS

- Enter your time through your last day worked, if possible.
- If you are a benefits eligible employee, enter the Paid Military Leave code in Deltek Vantagepoint for the first five days of Military Leave. If you are not using any PTB during your leave, your timesheet will remain blank for the remainder of your leave. Please charge 00000039.xx (xx being your Division number) or email [benefits@benesch.com](mailto:benefits@benesch.com) and the team can enter it for you.
- You will not lose access to the Benesch network or company email while on leave. However, you should not work while you are out.

## SUBMITTING EXPENSES

Please make every effort to submit your expenses incurred prior to your leave date. You should not be incurring expenses while on leave, and you should discuss with your supervisor any expenses you believe you may incur during your absence.

## MISSED BENEFIT PREMIUMS

If you plan to take any unpaid leave and are not able to cover benefit premiums, the Benefits Team will keep track of what you owe while you are out on leave. When you return from leave, we will let you know the balance due. We can then divide the balance over several pay periods to be recouped in addition to your normal benefit deductions on each paycheck.





# ADDITIONAL SUPPORT

## EMPLOYEE ASSISTANCE PROGRAM

Benesch's confidential employee assistance program (EAP) is available to all employees through ComPsych. ComPsych's Guidance Resources is company-sponsored, confidential and provided at no charge to you and your dependents.

EAP specialists will confidentially discuss challenges you and your family may be facing and provide you with consultation, information, action plans and resources within your community. The EAP offers face-to-face sessions, unlimited access to master's level consults by telephone, and online tools and resources.

### Utilizing the Employee Assistance Program

- Phone consultations: **800.272.7255**; unlimited calls, 24/7
- Your company Web ID: **COM589**
- Online tools and resources: [guidanceresources.com](https://guidanceresources.com)

### Guidance Resources Online

Your one stop for expert information on the issues that matter most to you... relationships, work, school, children, wellness, legal, financial, free time and more.

- Timely articles, help sheets, tutorials, streaming videos and self-assessments.
- "Ask the Expert" personal responses to your questions.
- Childcare, elder care, attorney and financial planner searches.

There is a strict standard of confidentiality in place to protect your privacy. Treatment information is not shared with anyone without your written permission.

## Counseling and Work-Life Services

EAP consultants can help find local solutions and helpful resources on the following topics:

- Stress management
- Work and home relationships
- Depression and grief
- Alcohol and substance abuse
- Child, adult and elder care
- Legal and financial consultations







## IMPORTANT CONTACTS

Below is contact information for the Benesch Benefits Team and our service providers.

Contact	Email & Web Address	Phone Number
Benesch Benefits Mailbox	<a href="mailto:benefits@benesch.com">benefits@benesch.com</a>	N/A
Lincoln Financial Group	<a href="http://MyLincolnPortal.com">MyLincolnPortal.com</a>	(888) 408-7300
ComPych (Employee Assistance Program)	<a href="http://guidanceresources.com">guidanceresources.com</a>	(800) 272-7255
Benefits Connection	<a href="http://benesch.eebenefits.info">benesch.eebenefits.info</a>	N/A