

Are you planning to take military service leave? Here's what you need to know about USERRA and your benefits.

Your Next Steps



What to do before your leave.

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor in addition to contacting the leave vendor.

- When possible, you should give at least 30 days' notice of your request for leave.
- If 30 days' notice is not possible, you should give as much advance notice as possible.
- Also, if you can, submit a copy of your military orders, training notice, or order to active duty to your supervisor or to the leave vendor.



What to do to return to work.

Associates may be eligible for reemployment after their military service leave. Any associates who would like to return to work must report to work or submit an application for reemployment to the leave vendor including their military discharge documentation, if available, as follows:

- If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight hours after you return home from military service.
- If your military service was for 31 to 180 days, you must apply for reemployment within 14 days following completion of military service.
- If your military service was for more than 180 days, you must apply for reemployment within 90 days following completion of military service.
- If you suffered a service-connected injury or illness and are hospitalized or convalescing, you have up to two years following completion of military service to return to your job or apply for reemployment, depending on the length of recovery time required.



Military Spouse Leave (California Only).

If you are a resident of California, you may be eligible for up to 10 days of unpaid leave if your spouse or domestic partner is a deployed service member.