

# U.S. Military Leave





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Thank you for your service! When you're called to duty, your focus should be on the job at hand, not thinking about money or employee benefits. Here's what you need to know about your Workday pay and benefits while you're serving our country.

## We've got you covered

From annual training to long-term deployment and everything in between, **military time off (MTO)** and **military leave of absence (MLOA)** apply to all armed forces, reserve, or National Guard service.

For the first 30 consecutive days you're away, you'll use MTO. Your regular Workday pay, benefits, and payroll deductions stay the same during MTO, just as if you were still at work.

For longer service, an MLOA begins on day 31. During your MLOA, Workday will top up your military pay for up to five years. That means Workday pays you the difference between your Workday base salary and your military basic pay, protecting your financial security while you're serving. Your Workday benefits are also available to you and your dependents for up to five years.

MTO and MLOA are available to all U.S. Workmates in active duty or reserve military service. Contractors are not eligible.

### With Workday, you're never AWOL

MTO is available every time you're called to serve, including for training. There's no annual limit or accrual, and no need to use your PTO or FTO.



# Benefits During MLOA

Let's face it, it's tough not to see your loved ones while you're away. At least you can rest assured that most of your Workday benefits are available to you—and your family, if you've elected to cover them—during your military service.

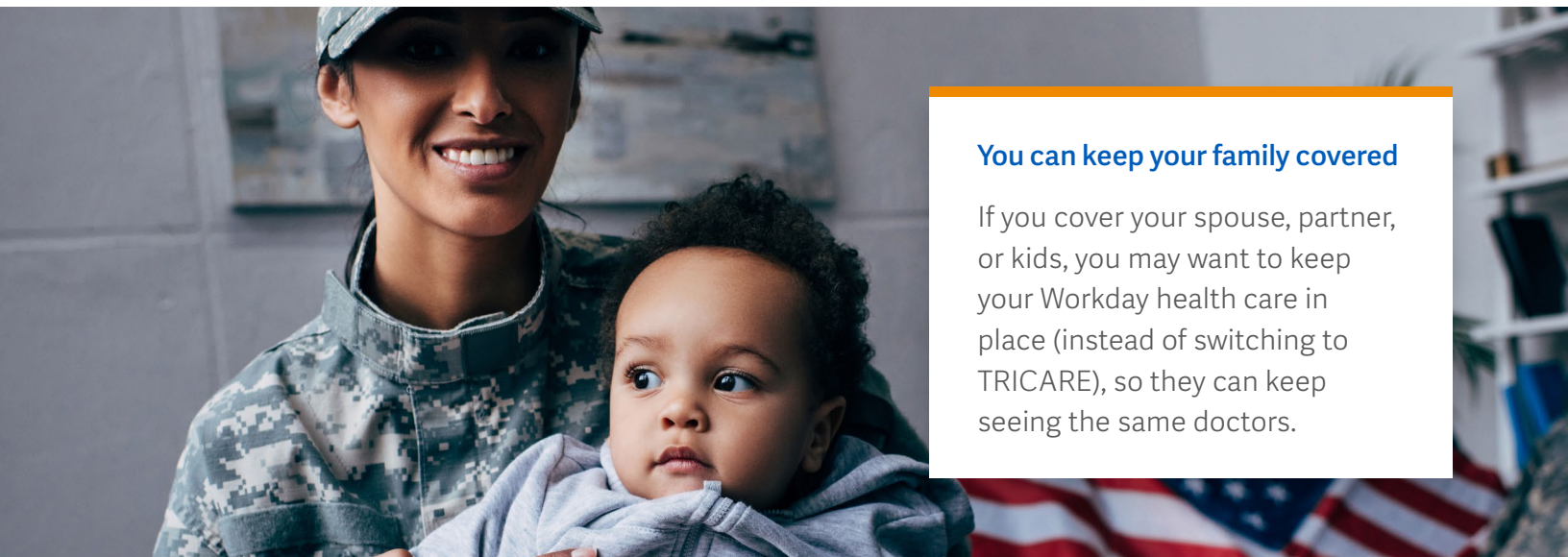
As long as you're getting top-up pay from Workday, your share of your benefits cost will be deducted from your pay, just as it is now.

**These benefits continue as normal**, with your usual paycheck deductions. You can make changes for up to 60 calendar days from the start of your MLOA, using the event type listed in Workday as Qualifying Life Event – Midyear Changes.

- Medical, dental, and vision coverage
- Flexible Spending Accounts
- MyLifeCoach employee assistance program
- Workmate-paid supplemental life and AD&D insurance
- Dependent life and AD&D insurance
- Critical illness, hospital, accident, and long-term care insurance
- Group legal insurance

## **Here's what happens with other benefits:**

- Company-paid life, AD&D, and long-term disability insurance: Coverage stops on the first day of MLOA.
- Health Savings Account: Your paycheck contributions—and the company's—continue as normal. You can change your contributions anytime in Workday.
- 401(k): Your paycheck contributions—and the company's—continue as normal. You can change your contributions anytime through Fidelity. (Any loan repayment continues, as long as your top-up pay is enough to cover the payments.)
- Employee stock purchase plan: Participation continues, with your usual paycheck deductions. You can reduce or stop your contributions anytime.
- PTO: Accrual continues during MTO and MLOA.

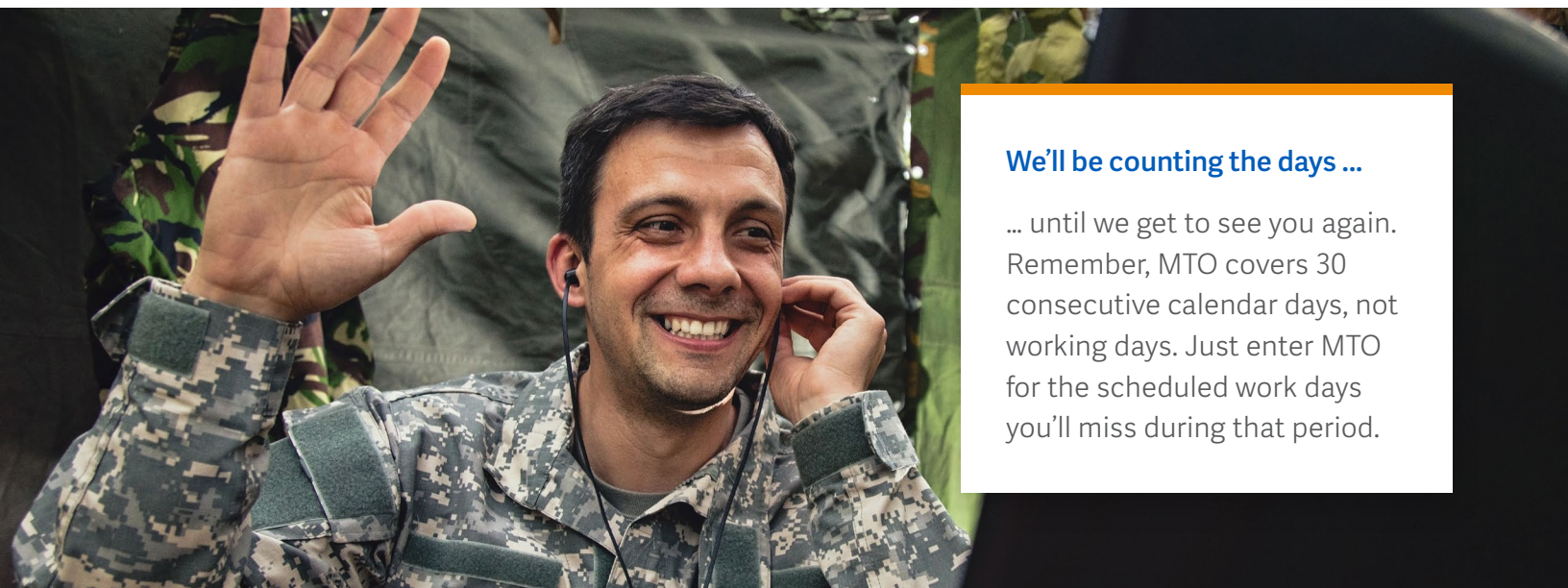


## **You can keep your family covered**

If you cover your spouse, partner, or kids, you may want to keep your Workday health care in place (instead of switching to TRICARE), so they can keep seeing the same doctors.

# Your MTO/MLOA Checklist

What to Do	When to Do It	Things to Keep in Mind
<input type="checkbox"/> Let your manager know.	As soon as you know you'll be out	Even if you don't have exact start and end dates, give it your best guess. Discuss how to hand off your ongoing work.
<input type="checkbox"/> Request MTO in Workday.	As soon as you receive your orders	Attach a copy of your orders to your MTO request.
<input type="checkbox"/> Call Unum at 866-865-9092 to request MLOA.	When you know you'll be out more than 30 consecutive days	Don't wait until the end of your 30-day MTO to call Unum.
<input type="checkbox"/> <a href="#">Submit a People Guide request</a> with your first Leave and Earnings Statement (LES).	As soon as you receive your first LES	Workday uses the LES to calculate your top-up pay. If you're starting MLOA and haven't received an LES yet, <a href="#">submit a People Guide request</a> with your rank and years of service.
<input type="checkbox"/> Update your benefits in Workday as necessary.	Up to 60 calendar days from the start of your MLOA Anytime for HSA, 401(k), or ESPP contributions	You can cover your family on your Workday benefits during your MLOA.
<input type="checkbox"/> Contact Unum and your manager to confirm your return-to-work date.	As soon as you know when you'll be back	Welcome back!



## We'll be counting the days ...

... until we get to see you again. Remember, MTO covers 30 consecutive calendar days, not working days. Just enter MTO for the scheduled work days you'll miss during that period.





# Resources

## Questions about your MLOA?

Call Unum at 866-865-9092.

## Need help changing your benefits?

[Submit a People Guide request.](#)

### Have a POA for your LOA?

When you're away for a while, your power of attorney (POA)—a spouse, family member, or anyone you trust—has the ability to act for you. Tell Unum and Workday if you have a POA, so they can help manage your leave, pay, and benefits for you. Pro tip: Most military bases have a team to help you designate a POA.