



## Military Leave Frequently Asked Questions (FAQ)

**Please complete the following steps to request time off for Military Leave.**

1. Notify your supervisor of the need for leave.
2. Submit request via Workday for Military Leave and include an anticipated return to work date.
3. Review Workday to ensure your contact information and emergency contact information are up to date.
4. Review the resources listed at the bottom of this page.

### **When should I notify my supervisor?**

As soon as you know you have a need for leave with a minimum 30 days' advance notice of your service obligation when possible. A copy of military orders is not required, but appreciated, to ensure eligibility and protection under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

### **What happens to my benefits during my military leave?**

During any period of unpaid leave, benefits will be maintained as follows:

- For the first 31 days of leave, the outfitter's current Medical, Dental, and Vision elections will remain in force and the Company will pay both the Company's and the outfitter's portions of contributions/premiums.
- The outfitter will be responsible for any other voluntary elected benefits (except HSA, FSA, and 401K) from the date of leave. This includes any supplemental life, disability plan, and voluntary benefits. Contact HR Benefits by email at [HRBenefits@basspro.com](mailto:HRBenefits@basspro.com) or call 417-873-4271 to make your premium payment.
- Military leave, greater than 31 days, is a qualifying event under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Accordingly, the outfitter may elect to continue health benefits (including health, dental, and vision) under COBRA for up to 18 months. For longer periods of military service, the outfitter may elect to continue health benefits under USERRA; which provides six more months of coverage than the outfitter would otherwise not receive under COBRA. Under USERRA, outfitters are entitled to elect to continue health benefits for up to 24 months or for the period of military service (including the time allowed to reapply for employment), whichever is shorter.
- Upon reinstatement of employment, the outfitter will be reinstated to those same health benefits without any waiting periods or pre-existing condition exclusions.
- Life insurance and any other voluntary benefits will not be active during military leave. Once again, those will be reinstated upon return to work without any waiting periods or pre-existing condition exclusions.



**How will I get paid while on leave?** Available sick, vacation, and/or personal time may be used. Military leave is unpaid. See the Outfitter handbook for details.

**What do I do when it is time to return to work?** Contact HR Benefits one week in advance of your expected return date. HR Benefits will notify your site HR / supervisor of your date of return, and you will contact your supervisor who will work with you directly on your schedule.

If military leave is less than 91 days, the outfitter will be reinstated to a position that the outfitter would have attained if employment had not been interrupted by military service, assuming minimum job requirements are met.

If military leave is more than 90 days and less than 5 years, the outfitter will be reinstated to a position that the outfitter would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, as long as the minimum job requirements are met.

**How long do I have to return to work or apply for re-employment after military leave is over?**

Outfitters that do not return to work as indicated below, and do not communicate a need for leave extension, may have their employment terminated.

- **Leaves of less than 31 days.** The outfitter must report to work on the first regularly scheduled work period following the completion of military service; no application is required.
- **More than 31 days but less than 180 days.** The outfitter must apply for reinstatement within 14 days after completion of military service and provide a release from military duty.
- **More than 180 days.** The outfitter must apply for reinstatement no more than 90 days after completion of military service and provide a release from military duty.
- **Note:** Employees with qualifying illness, injury and/or disabilities have two years after their dates of return (for purposes of recuperation and convalescence) to seek re-employment.

**What if my military orders are extended?** Contact HR Benefits as soon as possible to notify the company of the need for extended leave.

**Communication.** While on military leave, please stay in communication with your supervisor. If you do not plan to return to work by the date previously anticipated, please notify your supervisor immediately.

**Other Questions?** Contact [HRBenefits@basspro.com](mailto:HRBenefits@basspro.com)

# BENEFITS

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Thrive365

## Resources:

HR Benefits: Email: [HRBenefits@basspro.com](mailto:HRBenefits@basspro.com) or call 417-873-4271. Please utilize the following standard template in the subject line of your email. **Leave Last Name: Flex ID Number**

[Bass Pro Benefits Website](#): Review for additional resources for your overall wellbeing.

[Benefit Plan Contacts](#): Contact benefit providers by phone or website.

[Outfitter Handbook](#): Review Bass Pro Shops, LLC policies and procedures regarding your leave.

[Outfitter Benefit Guide](#): Review with your current health plan summary page to evaluate your premium cost while on leave.

[USERRA Rights](#): Review your rights under USERRA (The Uniformed Services Employment and Reemployment Rights Act).