

# MILITARY LEAVE: ANSWERS TO YOUR QUESTIONS



Preparing for military leave is key, whether it's planned or unexpected. This guide will help you understand your leave rights and benefits so you can manage your time away without worry. We're here to support you every step of the way.

## NEED TO APPLY? COMPLETE THESE STEPS:

☐ **Notify us:** As soon as you know you need a leave of absence, notify your supervisor with **a minimum of 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).

☐ **Contact Broadspire:** File for your leave of absence with our Leave Administrator, Broadspire, at **(877) 361-1461**.

☐ **Update your contact information in Workday:** Make sure the following information is current:

- personal email
- phone number
- address and
- emergency contact

☐ **Request time off if applicable:** Military leave is unpaid. Available sick, vacation, and/or personal time may be used. **If you choose to use vacation or sick time during this time, you must enter it into Workday.** See the **Outfitter Handbook** for details.

☐ **While on leave:** Please communicate with your case specialist at Broadspire. If you do not plan to return to work by the previously anticipated date, please notify your supervisor and Broadspire immediately.

☐ **Benefit premiums:** The Company will pay for your current medical, dental, and vision elections for the **first 31 days of leave**. **After 31 days of military leave**, your benefits will be cancelled but can be reinstated upon return.

**You will be responsible for any voluntary elected benefits (except 401K) from the leave date forward.** To pay these premiums, login to Workday and go to the Benefits and Pay app, then click "My Benefit Premium Payments." If elected, HSA elections are owed but can be cancelled at any time.

## SUPPORT AND SERVICES

**Broadspire (Leave Administrator):**

**Website:** <https://leavetech.my.site.com/connect>

**File for Leave:** 1 (877) 361-1461

**Leave & Accommodation Team and Benefits & Wellbeing Team:**

**Website:** <https://bassprobenefits.com/>

**Email:** [HRSupportCenter@BassPro.com](mailto:HRSupportCenter@BassPro.com)

**Phone:** 1 (800) 672-3170 (Option 2)

**Employee Assistance Program (EAP):** This free resource offers several support options.

**Web:** [HealthAdvocate.com/members](https://HealthAdvocate.com/members)

**Email:** [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)

**Phone:** 1 (877) 240-6863

**Bass Pro Cares Fund** may provide financial assistance during your time of need. To apply for support, click on the link,

**Web:** [Bass Pro Cares](#).

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

**Web:** [USERRA Rights](#)

**Outfitter Handbook:** Review Bass Pro Shops, LLC policies and procedures regarding your leave.

To review your current health plan summary page and to evaluate your premium cost while on leave, visit the [Outfitter Benefit Guide](#). Should you need to contact benefit providers by phone or website, go to [Benefit Plan Contacts](#).

## MILITARY LEAVE BENEFITS

Military leave over 31 days is a qualifying event under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Accordingly, you may elect to continue health benefits (including health, dental, and vision) under COBRA for up to 18 months. For longer periods of military service, you may elect to continue health benefits under USERRA; which provides six more months of coverage than you would otherwise not receive under COBRA. Under USERRA, you 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, you 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.

## RETURN TO WORK

Contact the Leave and Accommodations team one week in advance of your expected return date. They will notify Broadspire and your site HR/supervisor of your return date, and you will contact your supervisor, who will work with you directly on your schedule.

### 1. Return to work from a leave that is less than 91 days

- ✓ The Outfitter will be reinstated to a position they would have attained if employment had not been interrupted by military service, assuming minimum job requirements are met.

### 2. Return to work from a leave that is more than 90 days and less than 5 years

- ✓ The Outfitter will be reinstated to a position they would have attained if employment had not been interrupted by military service or a position of similar seniority, status, and pay if 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 who do not return to work as indicated below and do not communicate a need for leave extension may have their employment terminated. **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.

### 1. 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 employment application is required.

### 2. Leaves of more than 31 days, but less than 180 days

- ✓ The Outfitter must apply for reinstatement of employment within 14 days after completion of military service.
- ✓ The Outfitter must provide a release from military duty.

### 3. Leaves of more than 180 days

- ✓ The Outfitter must apply for reinstatement of employment no more than 90 days after completion of military service.
- ✓ The Outfitter must provide a release from military duty.

**NOTE:** If your military orders are extended contact Broadspire as soon as possible to notify the need for extended leave.

Please contact the Leave and Accommodations team at **800-672-3170 opt. 2** or email us at [HRSupportCenter@basspro.com](mailto:HRSupportCenter@basspro.com) with any other questions you may have.