



Military Activation and Return to Duty Checklist

This checklist is designed to assist you when you are called to or returning from active duty military service. If you have questions about military leave or returning to employment from military leave should contact the Employee Service Center 1-800-824-6979 or your local Human Resources department.

Upon Notification of Activation to Military Service

- ❑ **Promptly notify your supervisor** – Provide as much detailed information as possible regarding your anticipated departure date, length of service and/or date of release from active duty. If your length of service changes, please, if possible, notify your supervisor or location HR rep with your new orders. Provide your supervisor with a copy of your military orders and your military pay stub.
- ❑ **Making your Leave of Absence Request** – When called to active duty, you are entitled to a military leave of absence without pay from your position with return rights that are specified by federal and state law.
 - **Military Leave of Absence** – Complete and submit a Military Leave of Absence Form. Attach copies of your military orders.
- ❑ **Compensation** – If your military wages are less than what you would have been earning at Simplot, Simplot will make up the difference for a period of six months.
- ❑ **Health and Welfare Benefits** – You may extend some of your benefits while you are on Military Leave. Complete and submit the Extended Coverage Election/Declination Form.

Upon Completion of Active Duty

- ❑ **Notify your department of your intent to return** – Provide notification to your supervisor or the HR department of your intent to return to your position.
 - **Service period less than 31 days:** you must report back to work at the next regularly scheduled work period on the first full calendar day following the end of the uniformed services period, after time for safe travel home plus eight hours.
 - **Service period of 31-180 days:** an employee must apply for reemployment within 14 days after the end of the uniformed services period.
 - **Service period of 180 days or longer:** an employee must apply for reemployment no later than 90 days after the end of the uniformed services period.

- ❑ **Discharge Documents** – Provide your supervisor with a copy of your discharge documents. Please refer to the “Reinstatement and/or protections that may be lost if section” of the Military Leave of Absence Company Policy.

- ❑ **Reinstating your Health & Welfare Benefits** – To reinstate your benefits, you need to submit new enrollment forms within 31 days of your return from active duty. Contact the Employee Service Center 1-800-824-6979 or your local Human Resource Department.

- ❑ **Reinstating your Retirement Benefits** – To reinstate your benefits, you need to contact Retirement Benefits within 30 days of your return from leave.

I have received the Military Activation and Return to Duty Checklist and the Military Leave of Absence Policy.

Employee Signature

Date

HR Representative Signature

Date