

	Human Resource Policy Benefits & Compensation	No. HR.BNC.08¹
	Title: MILITARY LEAVE	Page: 1 of 3
		Effective Date: 03-20-18
		Retires Policy Dated: 05-01-12
		Previous Versions Dated: 09-27-11; 08-01-09; 09-01-05; 04-01-03; 01-01-96; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or entity in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide the appropriate guidelines regarding a United States military leave of absence in accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA).

III. POLICY:

At Tenet, we recognize that an employee may be called upon to serve in the United States military or other uniformed services of the United States. Tenet will comply with USERRA and any other applicable state laws and will grant a Military Leave in the event that the employee receives a call to duty from the appropriate United States military branch or the National Disaster Medical System or the Commissioned Corps of the Public Health Service. Tenet will also grant employees, covered by USERRA or applicable state law, unpaid time off to meet their weekly or annual training obligations. Tenet will not discriminate or retaliate against any person who seeks or obtains a Military Leave or exercises any rights and protections under USERRA.

A Military Leave of Absence will be governed according to USERRA requirements:

- A. Notice may be provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving. However, no notice is required if:
 - a. Military necessity prevents the giving of notice; or
 - b. The giving of notice is otherwise impossible or unreasonable.
- B. Tenet will pay the salary difference between the Armed Services base salary and allowances and the employee’s Tenet base salary for the first 90 days of active duty for each separate military order or notice of obligation.
- C. Except as required by law, employees on military leaves of absence will continue to accrue Paid Time Off until the end of their first 90 days of a military leave of absence. Employees involved in periodic reserve training are not required to use Paid Time

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Off, but may choose to do so if they desire pay for hours lost.

- D. Current medical, dental and vision coverage will be extended to those employees called to active duty for up to a maximum of 24 months. During the first 90 days of leave, an employee is eligible to continue coverage at active employee deduction rates. After 90 days, employees have the option to continue their medical, dental and vision coverage at leave of absence rates subject to all plan limitations and exclusions. Employees may continue Health Care and Dependent Care accounts, Long Term Care, Spouse, or Child Life and Spouse or Child AD&D while on a military leave of absence subject to all plan limitations and exclusions.
- E. An employee who meets the eligibility requirements of USERRA and is reemployed after the expiration of a military leave will be reinstated with seniority obtained prior to the commencement of the military leave plus any seniority the employee would have obtained had he or she not taken the military leave.
- F. A Military Leave cannot exceed five years in duration.

IV. PROCEDURE:

A. Supporting Documents

Corporate Human Resources may establish supporting documents to implement this policy, including, for example, Job Aids, Protocols, or Procedures.

B. Responsible Person

Each Tenet Entity Chief Human Resource Officer (CHRO) is responsible for assuring that all individuals adhere to the requirements of this policy and its supporting documents, that all applicable procedures and processes are implemented and followed at the Tenet Entity, and that instances of noncompliance with this policy are reported to Tenet HR Operations for review and resolution by the VP, HR Operations.

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C. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures, protocols and responsibilities created by this policy and its supporting documents. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable laws.

V. REFERENCES:

- HR.BNC.07 Military Leave Policy Protocol
- Uniformed Service Employment and Reemployment Rights Act
- Request for Military Leave