



Military Leave Policy

Purdue Global (PG) has designed a Military Leave of Absence Policy in compliance with and in addition to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Eligibility

Employees who provide advance notice of military service will receive a leave of absence for military duty, whether voluntary or involuntary. This includes active duty, and active and inactive duty for training (including scheduled drills and annual training).

Policy

The Company is committed to supporting our employees who are also members of the armed forces. PG realizes the invaluable contribution these employees make to PG and to our nation.

Pay While on Military Leave

Employees may choose to take any earned vacation leave while on military duty and receive full pay for the vacation days used.

Employees on an approved military leave of absence are eligible to receive up to 13 weeks of differential pay while on military leave. This pay refers to the difference between the employee's PG base salary and his or her military pay (including any supplemental amounts such as subsistence, housing, and clothing allowances). If the employee's military pay is greater than his or her PG base salary, no differential payments will be made, however the employee will be deemed to be on a paid leave for benefit purposes for the 13 week period. The PG base salary is the rate of pay in effect when the military leave begins and does not include overtime pay, bonuses, or other forms of compensation.

For employees who are paid based on commissions earned, differential pay will be computed based on their base salary, if any, plus the average commissions they earned per pay period over the previous twelve months including any vacation or sick pay received.

For employees paid on an hourly basis, differential pay will be computed based on their hourly rate of pay multiplied by the average number of hours they worked per week

during the prior calendar month, including pay for any vacation and sick time taken, but excluding overtime.

Benefits While on Military Leave

During the Military Leave, the employee's health benefits will continue for the duration of the approved unpaid leave under the same conditions as if the employee had continued to work. During any paid portions of the leave (for example, if the employee is receiving sick, personal and/or accrued vacation pay), the employee's regular health insurance premiums will continue to be deducted from their pay. For any unpaid portion of the approved leave of absence, the employee will owe their portion of the premiums for each pay period that they will not receive a paycheck. The employee may pay the premiums in a lump sum, bi-weekly basis, or a repayment schedule, not to exceed three months. A Repayment of Benefits Premium letter will be sent to the employee with the leave determination email, for the employee to select the option they prefer. For additional benefits information, please consult the Summary Plan Descriptions, which are available on the PGNet employee self-service website <https://sites.google.com/a/purdueglobal.edu/pgnet/home>.

Applying for Military Leave

It is the employee's responsibility to ensure that his/her supervisor has been notified of the need for leave. If the employee's supervisor is absent, he or she must notify their Human Resources department. In all situations, if the employee is absent for more than 3 consecutive days he/she must also notify Purdue Global Leave Administrator.

The Procedures for applying for Military Leave

- Employee notifies his or her supervisor of the need for a leave of absence.
- Employee applies for leave and contacts the Leave Administrator via **PGNet**.
 1. Access the HR portal on **PGNet** via <https://sites.google.com/a/purdueglobal.edu/pgnet/home>, this webpage can be accessed from any computer or smartphone
 2. Click **HR Support** tab located on top of the page. Under **Employee Benefits**, select **Leave Programs**, here you will find the LOA webpage.
- Purdue Global Leave Administrator will notify the employee regarding required forms to be provided, and they will keep the employee informed on the status of their leave, possible salary continuation, and coordination with other applicable federal and state leaves, laws, and payments.

- It is the employee's responsibility to ensure that Purdue Leave Administrator receives documentation required to substantiate the leave within 15 days of claim initiation. Failure to submit satisfactory documentation in a timely manner will result in a denial of the claim.

Should the employee have any questions regarding military leave or any aspects of this policy, please contact Purdue Global Leave Administrator at 954-515-3337 or loahelpline@kaplan.com.