

Issued by: **Human Resources**
Approval: Augie Schulke, EVP, HR
VNA Policy Review Committee

PP No: HR_123
Revision No: 1.0
Effective Date: 31 Jan 2016

SUBJECT: Military Leave of Absence

1.0 SCOPE

This Veolia North America (VNA) policy applies in its entirety to all non-union United States employees and United States locations of Veolia North America ("Company"). This policy does not apply to union-represented employees whose terms and conditions of employment are detailed in a collective bargaining agreement.

If an employee's employment is covered by a collective bargaining agreement, the collective bargaining agreement – and not this policy – will govern.

As we operate in multiple states, for the purpose of brevity, we cannot list every situation where laws may differ from the requirements of this policy. If there is a difference between this policy and applicable law, then the law always governs.

Nothing in these policies should be construed to limit an employee's right to engage in any activity protected under applicable law, including but not limited to, Section 7 of the National Labor Relations Act.

2.0 PURPOSE

The purpose of this policy is to establish uniform procedures around military leaves of absence.

3.0 REFERENCES AND FORMS

Employee Records Policy (HR_102)

4.0 DEFINITIONS

None

5.0 POLICY

The Company is committed to protecting the job rights of employees who become absent from work due to a military leave of absence. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact Human Resources.

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Employees taking part in a variety of military duties are eligible for benefits under this policy. Therefore, the Company encourages employees who have the need for a military leave of absence to contact their HR Business Partner and the Company's leave administrator as soon as possible. The leave administrator will consult with you to determine whether you qualify for a leave of absence and, if so, work with you on the details of your leave of absence.

5.1 Notice of Need for Leave. The Company's program administrator, Matrix, can be reached at 1-877-202-0055 or at MatrixeServices.com.

6.0 RECORDS

Records should be retained by the appropriate functional area in compliance with the applicable record retentions policy.

7.0 COMMUNICATION TO AFFECTED EMPLOYEES

Employee Group Affected:	Communication Method:
All Employees	Email distribution, intranet
All HR Employees	Webinars, email, intranet

8.0 POLICY TERMINATION AND/OR AMENDMENT

The Company reserves the right to amend or rescind, in whole or part, this procedure at any time and without notice. This procedure does not constitute a contract of employment or a promise of benefits or continued employment.

9.0 REVIEW AND APPROVAL

Reviewer/Title	Revision No.	Review Date
Human Resource Leadership Team	1.0	15 Dec 2015
General Counsel- Employment and Labor	1.0	15 Dec 2015
VNA Policy Review Committee	1.0	22 Jan 2016

Approved by:	Augie Schulke
Title:	EVP Human Resources
Date:	January 22, 2016

10.0 CHANGE HISTORY

Revision No.	Summary of changes	Issue Date	Effective Date
1.0	Initial issuance	18 Jan 2016	31 Jan 2016