# MILITARY LEAVE OF ABSENCE LETTER

Marcus Delgado
3104 Westheimer Rd, Apt 210, Houston, TX 77098

July 20, 2025

Linda Park, Vice President of Sales
Brazos Industrial Manufacturing Co.
12500 Katy Freeway, Houston, TX 77079

Dear Ms. Park,

**Re: Formal Request for Leave of Absence**

Please accept this letter as my formal request for a leave of absence from my position as Regional Sales Manager at Brazos Industrial Manufacturing Co.. I respectfully ask that you acknowledge receipt of this letter in writing so that we have a shared record of the notice date.

## Reason for Leave

My leave is due to my uniformed service obligation with the Army Reserve (Deployment). I have received orders for a six-month active duty deployment with the U.S. Army Reserve and am providing notice of the resulting absence from work.

## Dates of Leave

I am requesting leave beginning **September 1, 2025** through **March 1, 2026**, a continuous period of approximately 26th (26) weeks.

## Legal Framework

I understand that, based on my tenure and hours of service and the size of the Company, I may be eligible for leave under the federal Family and Medical Leave Act, 29 U.S.C. §§2601–2654. This letter is intended to provide the Company with sufficient information to determine whether FMLA applies, consistent with 29 C.F.R. §825.303(b). I understand I am not required to specifically reference FMLA for my rights to attach, and I am requesting that the Company designate the leave as FMLA-qualifying to the extent applicable.

**USERRA.** My leave is for uniformed service protected by the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §§4301–4335. I understand that USERRA protects my reemployment rights upon return from service, including restoration to my prior position or a comparable one, continuation of health coverage for up to 24 months during service (38 U.S.C. §4317), and protection


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against discrimination based on my service (38 U.S.C. §4311). I will provide orders or other documentation reasonably requested, subject to any classification or security restrictions.

## State-Specific Rights

**Illinois Paid Leave for All Workers Act.** I reserve my rights under the Illinois Paid Leave for All Workers Act, 820 ILCS 192/1 et seq. (effective January 1, 2024), which entitles most Illinois employees to accrue up to 40 hours (5 days) of paid leave per year, usable for any reason. I request that any Company-required substitution of paid leave be applied consistent with PLAWA.

## Pay and Benefits

I request that my accrued paid time off be preserved and that the leave be taken as unpaid where permitted, subject to any mandatory substitution required by Company policy or applicable law.

I understand that under 29 U.S.C. §2614(c) the Company is required to maintain my group health insurance coverage during any FMLA-qualifying portion of this leave on the same terms as if I had continued to work, and I intend to continue paying my share of any applicable premiums. Please let me know the preferred method and schedule for remitting my premium share during the leave period.

## Reinstatement

I understand that, under 29 U.S.C. §2614(a), I am generally entitled to be restored to my prior position or an equivalent one upon return from FMLA leave. I also understand that 29 U.S.C. §2614(b) and 29 C.F.R. §825.217 contain a limited "key employee" exception for certain salaried employees in the highest-paid 10%, and I ask that the Company notify me in writing at the earliest practicable time if it believes that exception may apply to me, so that we can discuss it.

## Availability During Leave

I expect to be fully unavailable during my leave and will not be checking work email or voicemail. I will resume communications upon my return.

I understand that, under 29 C.F.R. §825.216(e), the Company may not require me to perform work during a protected FMLA leave, and nothing in the availability described above is intended to waive that protection.

## Transition Plan

I will complete a handoff of all active pipeline accounts to Rachel Nguyen (Senior Account Executive) and Thomas Abercrombie (Territory Manager) before my reporting date. I will prepare account-by-account briefings and introduce both teammates to each client.


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## Return to Work

I intend to return to my position as Regional Sales Manager on **March 1, 2026** (or earlier, if circumstances permit), and I look forward to resuming my responsibilities at that time. Nothing in this letter is intended to waive or limit any right I may have to reinstatement under 29 U.S.C. §2614, under the Americans with Disabilities Act, under USERRA, or under applicable state law.

## Request to Discuss

Please let me know if you have any questions, if you need additional information, or if there is an appropriate time for us to discuss the terms of my leave of absence. I am committed to working with you to make the transition as smooth as possible for the team and for the Company.

## Acknowledgment of Receipt

To confirm the Company's receipt of this notice for purposes of any applicable FMLA or state-leave timing, I request written acknowledgment of this letter (by email or countersignature) indicating the date it was received.

Thank you for your attention to this request.

Sincerely,

**Employee**

_____ SIGNATURE

_____ PRINTED NAME

_____ DATE

Marcus Delgado
Regional Sales Manager
Employee ID: HR-2217


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