

How to use this document

This document serves as an outline for agency use in communicating with employees prior to deployment to active duty.

Employee Called to Active Duty

Employee:

- Notifies immediate supervisor and agency Human Resource office
- Requests leave of absence as per policy or collective bargaining agreement
- Provides copy of military orders to immediate supervisor and agency Human Resource office

Military Leave Rights and Benefits

Agency Human Resource and Payroll representatives meet with employee to review the following information, policies and applicable collective bargaining agreement provisions:

- State HR Policy [60.000.25](#) Military Leave
 - Training versus Active Duty
 - Leave of absence for active duty and applicable decompression time granted
 - Employee choice to use accrued paid leave
 - Accruals cease during active duty and applicable decompression time (except while using accrued paid leave during deployment)
 - Employee receives full service credit for time spent on active duty and applicable decompression time
 - Health insurance coverage continued for up to 24-months
 - Reemployment rights
 - Protection from discrimination, retaliation, and discharge
 - Provide copy of policy to employee.
- State HR Policy [60.020.05](#) Military Donated Leave Program
 - Eligibility criteria including of submitting all Leave and Earning Statements for each month.
 - Required documentation including power of attorney for authorized representative, if applicable
 - Disbursement process (direct deposit or manual check to authorized representative)
 - Disbursements are reported as taxable income
 - Provide copy of policy and Reimbursement Request form in addition to the MDLP Information Packet listed below
 - Remind employee if choosing an authorized representative, appropriate power of attorney required