



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Military Leave

Eff. Date 01/31/2023

**Purpose**

The purpose of this standard operating procedure (SOP) is to clarify expectations related to Military Leave for those employees who require a leave of absence due to training or active service with the U.S. armed forces or U.S. public health service. This SOP does not intend to limit an employee's rights or guarantees under federal/state law.

**Procedure**

**NOTIFICATION/DOCUMENTATION**

**Commissioned and civilian personnel, regardless of rank or position, are subject to this process.** All personnel that receive military orders requiring a leave of absence from department employment shall adhere to the following process:

- All employees must promptly notify the Human Resources Coordinator, Master Scheduler, and their commander or civilian manager that they have received military orders, or changes in previous orders. Although that notification can be verbal, it is requested that a copy of the employee's order, or similar allowable document, be forwarded electronically to the [PD Payroll](#) email group. At least 30 days notice is preferred, whenever possible.
- It is the employee's responsibility to review their Telestaff calendar after the Master Scheduler makes appropriate entries for the year, for the employee's drill/deployment dates.
- If the location of the drill/deployment is not clearly listed on the military orders, the employee should write it directly on the orders, or in the body of the email, prior to submitting orders to the Human Resources Coordinator and Master Scheduler.
- Depending on the employee's normal work schedule and required travel time to report to and return from military duty, an employee may be allowed departmental leave before and after their military assignment to reasonably accommodate travel time. Such leave will be consistent with guidance provided in the federal **Uniformed Services Employment and Reemployment Rights Act (USERRA)**, provisions set forth in **City APM 2-39** and departmental staffing guidelines. Employees are to work with the Human Resources Coordinator and/or the Master Scheduler to finalize their schedule. The general guidance is for employees to be allowed eight (8) hours of rest and a reasonable amount of travel time as it relates to their drill location and shift schedule.
- To receive reimbursement for lost wages due to training or active service, an employee must submit a Military Leave and Earnings Statement covering those dates. This information is required to calculate any pay differential between the employee's departmental salary and military entitlements. *Such documentation is requested electronically, forwarded to [PD Payroll](#), within 30 days of the affected date(s).*
- To receive reimbursement for lost wages as a result of military travel, an employee must submit documentation that indicates whether or not the military paid for any part of the employee's lost wages related to travel time, to and from their military assignment. Such documentation is requested electronically, forwarded to [PD Payroll](#), within 30 days of the affected date(s).
- When an employee is notified that they will be assigned to a long-term deployment, they shall request a meeting with the HR Coordinator to discuss benefit impacts. Long-term deployment is defined as 30 consecutive days or more.
- The affected employee may be reimbursed by the department for lost wages for no more than one of their daily work shifts for travel to their military assignment and for no more than one of their daily work shifts for travel from their military assignment. If additional leave is required, the employee will be allowed to use Military AWOP or personal leave for the remainder.

- Commissioned personnel on military leave will continue receiving early reporting time (briefing time) for days they are regularly scheduled to work, but are absent due to military training or active service. However, on the days an employee is absent due to military travel, employees will not receive early reporting time. This reimbursement will occur after the employee submits their Military Leave and Earnings Statement to [PD Payroll](#).

## COMPLIANCE

The Human Resources Coordinator will be responsible for providing guidance and assuring administrative compliance with law, to include the MPD promotional process. Final interpretation of this SOP will remain the responsibility of the City's Human Resources Director. Additional information on USERRA is available at: [http://www.ecfr.gov/cgi-bin/text-idx?SID=5799beb1be2318b5bff8b08516943f81&node=20:4.0.5.3&rgn=div5#se20.4.1002\\_143](http://www.ecfr.gov/cgi-bin/text-idx?SID=5799beb1be2318b5bff8b08516943f81&node=20:4.0.5.3&rgn=div5#se20.4.1002_143).

For further details on the City's Military Leave Policy, please refer to City APM 2-39: [www.cityofmadison.com/mayor/apm/2-39.pdf](http://www.cityofmadison.com/mayor/apm/2-39.pdf).

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(Reviewed Only: 03/03/2016, 12/26/2017)  
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