



# 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 (HR) 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 Military 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 HR Coordinator Master Scheduler makes appropriate entries for the year, for the employee's drill, travel, and 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 PD Military email group. Human Resources Coordinator and Master Scheduler.

#### TRAVEL DAYS

- 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, drill report time, and shift schedule. An employee may opt to work an earlier shift or a half shift, to allow travel and rest time related to their military obligations. Employees are to work with the HR Coordinator to finalize their schedule.
- 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 Administrative Leave:No Pay - FTE or personal leave.

#### REIMBURSMENT AND COMPENSATION

- To receive reimbursement for lost wages due to training, or active service, and/or travel, 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](mailto:PDPayroll@cityofmadison.com), within 30 days of the affected date(s), or as soon as they are received from the military.

- 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](mailto: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 earning OT Early Report Time: MPPOA – Pay, OT Early Report Time: MPPOA – Comp, 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 regularly scheduled to work, and is absent due to a military travel day, employees will not earn receive early reporting time. This reimbursement will occur after the employee submits their Military Leave and Earnings Statement to [PD Payroll](mailto:PD Payroll).
- Employees may not earn overtime on a Military AWOP: FTE DRL (Drill) day or on a Military MAWOP: TRVL (Travel) day. The only exceptions would be for court or an emergency call back. Please see the annual payroll reminder, located on the [MPD Intranet](#).

## BENEFITS

- 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 potential benefit impacts. Long-term deployment is defined as 30 consecutive days or more.
- Employees may continue health insurance coverage with the City, for up to 24 months after their absence begins and while they are on Military AWOP:FTE DEPLOY (Deployment). Once the employee has exceeded 24 months of Military AWOP:FTE DEPLOY (Deployment), they will no longer be eligible for coverage under the City's health insurance plan.
  - Employees should contact City HR with questions about health insurance.
    - [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com) or 608-266-4615
  - Upon return from service, health insurance coverage must be reinstated without any waiting period.
- In general, employees who serve in the uniformed services for a cumulative period of up to five years retain reemployment rights. However, employees who are absent due to their service in the uniformed services, in excess of five years, may not be eligible for reemployment rights. There are exceptions to this rule. Employees with inquiries should reach out to the HR Coordinator.
- Employees will continue to earn sick leave and vacation while on longer-term deployment.
  - The HR Coordinator will work with the employee on vacation carryover and vacation cash outs when applicable.
- Depending on the length of the service period, employees may be entitled to take from one to ninety days following service, and before reporting back to work.

## COMPLIANCE

The [HR Human Resources](#) Coordinator will be responsible for providing guidance and assuring administrative compliance with the 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=20:4.0.5.3.3&rgn=div5#se20.4.1002\\_143](http://www.ecfr.gov/cgi-bin/text-idx?SID=5799beb1be2318b5bff8b08516943f81&node=20:4.0.5.3.3&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/amp/2-39.pdf](http://www.cityofmadison.com/mayor/amp/2-39.pdf).

Original SOP: 04/16/2015  
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