



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Military Leave

Eff. Date 01/13/2017

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 Lieutenant of Personnel, Master Scheduler and their commander or civilian manager that they have received military 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 [PD Payroll](#). *At least 30 days notice is preferred.*
- 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).*
- 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 Lieutenant of Personnel and/or the Master Scheduler to finalize their schedule.
- 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).*
- The affected employee may be reimbursed for lost wages by the department 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.

COMPLIANCE

The Lieutenant of Personnel will be responsible for providing guidance and assuring administrative compliance with law. 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.

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.

Original SOP: 04/16/2015
(Reviewed Only: 03/03/2016, 12/26/2017)
(Revised: 01/13/2017)