



# Policy 1728

Subject

## MILITARY LEAVE

Date Published

**26 August 2017**

Page

**1 of 18**

*By Order of the Police Commissioner*

### **POLICY**

It is the policy of the Baltimore Police Department (BPD) to provide sworn and civilian members with time-off from work for military service and to ensure compliance with local, State and Federal laws relating to the employment of individuals in the uniformed services, including the Uniformed Services Employment and Reemployment Rights Act (USERRA), as amended, 38 U.S.C. §§4301-4334. This policy is designed in compliance with USERRA and will be construed in accordance with its provisions.

### **GENERAL**

#### **Eligibility for Leave**

1. All employees, sworn and civilian, are eligible to take military leave for uniformed service, including employees who are full or part-time, probationary, seasonal, temporary, or at-will. There is no minimum amount of time an employee must have worked for the City to become eligible for leave under this policy. Leave will be granted for both voluntary and involuntary service.
2. The uniformed services includes: the Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard) or a Reserve component of one of these branches; the Public Health Service Commissioned Corps; the Maryland organized militia (Maryland Army National Guard, the Maryland Air National Guard, the Inactive National Guard, and the Maryland Defense Force); and any category of persons designated by the President in time of war or national emergency. The uniformed service also may include service in the National Disaster Medical System, as provided in 42 U.S.C. § 300hh-11(e).
3. Leave may be taken for a variety of military activities, including (but not limited to) periods of active military service, active and inactive duty training, initial active duty training, funeral honors duty, and fitness-for-service examinations.

#### **Notice of Need for Leave**

1. Employees must provide advance notice to their supervisors before taking military leave, except in the rare case when advance notice is prevented by military necessity or would otherwise be impossible or unreasonable. Notice may be given orally or in writing and may be communicated by the employee's military command.
2. Employees must provide notice to their supervisors (and a copy of their orders) as soon as they have knowledge of a service obligation. National Guard and Reserve members should provide their supervisor with copies of annual drill and training schedules and orders

as soon as they become available. Employees are responsible for notifying their supervisors when orders have been updated or extended.

3. Before departing for leave, employees should complete a Military Leave of Absence Form (Administrative Manual -204-11-1) (Appendix A) and return it to the BPD's Human Resources Section. The BPD Human Resources Section will provide service members with a copy of the form as soon as notice is given. In situations where the employee's military orders provide short notice of an impending service obligation, members of the BPD Human Resources Section will work with the service member to gather the information requested on the form.
4. Furthermore, where possible, the employee should use the Employee Military Status Notice form (Appendix E) to inform his/her supervisor of his/her service obligation. Where possible the form should be completed annually by the employee's military command and forwarded to the employee's supervisor.

### **Status During Leave**

1. Except as provided in the "Paid Military Leave" section below, military leave is unpaid. Employees may at their election use their accrued vacation, personal, or compensatory leave during their absence. Sick leave may not be used. If accrued leave is not used, the employee's unused leave balances will be restored upon return to City employment.
2. To use accrued leave, the employee must complete a Military Leave of Absence Form (AM-204-11-1) (Appendix A). Accrued leave days will be applied consecutively at the start of military leave. Once the employee's accrued leave elections are exhausted, the employee will be placed in an unpaid leave status.

### **Paid Military Leave**

An employee will receive paid leave for military service in the following two circumstances only:

1. Inactive Duty Training – Employees who are members of a state National Guard, a Reserve unit, or the Maryland militia will be paid up to fifteen (15) working days each fiscal year to attend military training. During such leave, employees receive their full City salary, in addition to military pay, with no loss of vacation, seniority, or performance rating. Any additional leave beyond the fifteen days will be without pay. Unused days will not carry over from year to year.
2. State Active Duty Service – Any member of the Maryland organized militia who is ordered to State active duty by the Governor of Maryland (usually in times of natural disaster or other public crisis) will be granted paid leave for all time spent in active duty service to the state as provided by MD. CODE ANN., Public Safety § 13-706. The employee will receive his or her full City salary, in addition to military pay, with no loss of vacation, seniority, or performance rating.

In order to receive paid military leave, employees must complete a Military Leave of Absence Form (AM-204-11-1) (Appendix A) and attach a copy of their military orders. BPD's Human Resources Section will verify eligibility for paid leave and forward documents to the City of Baltimore's Department of Human Resources (DHR) for review and final approval. The City of Baltimore Department of Human Resources will review paid leave usage annually to ensure that it is awarded in accordance with this policy.

## **Health Benefits**

During a military leave of absence, employees may continue City health benefits (including vision, dental, and prescription drug coverage) under the same pre-leave benefit elections as follows:

1. Service of 30 Days or Less – If the period of military service is expected to last 30 days or less, as in the case of National Guard and Reserve training, the City will automatically continue the employee's health benefits at active employee rates, unless the employee elects to cancel coverage. Payroll deductions will continue for as long as the employee remains in pay status. Thereafter, the employee will be billed directly for any outstanding premiums.
2. Service of More than 30 Days – If the period of military service is expected to last more than 30 days, employees may elect to continue their City health benefits for up to 24 months or until the deadline for reemployment has passed, whichever comes first. The employee may continue coverage at the employee rate while exhausting accrued leave. Thereafter, the employee will be responsible for paying up to 102% of the premium cost, depending on the benefit.

To continue health benefits during leaves of greater than 30 days, an employee must elect to continue the coverage by completing a Military Leave of Absence Form (AM-201-11-1) which can be located in the BPD's Human Resources Section. The City will cancel benefits if an employee fails to make an election or does not make timely payments. Health benefits for eligible employees and their dependents will be reinstated upon return to City employment. Reinstatement of health benefits will occur immediately upon the first day of reemployment without waiting periods or pre-existing condition exclusions, except for illnesses and injuries related to military service under certain plans.

## **Retirement Benefits**

1. Members who qualify for reemployment after returning from military leave will be treated as if continuously employed for pension benefit purposes, and time spent on military leave will not be considered a "break in employment" for purposes of vesting and accruals.
2. For members of the Employee Retirement System (ERS), credited service will continue during military leave, provided the employee qualifies for reemployment, returns to active City employment within one year of discharge from the military, and provides all required documentation.
3. Members of the Fire & Police Employees' Retirement System (F&P) will receive service credit for military leave during employment, with the City making all mandatory contributions the member would have made if he or she had continued regular full-time employment ("military service contributions"), provided the employee qualifies for reemployment under Reemployment Eligibility Section of this policy, returns to active City employment within one year of discharge from the military, and provides all required documentation. F&P members are entitled to the benefit of military service contributions only upon retirement from City employment. Accordingly, members who are not eligible for reemployment, or who separate from the City before retiring, will not receive the benefit of military service contributions.
4. Under both retirement plans, a member who dies while performing qualified military service will be treated as if actively employed for the purpose of awarding pension benefits, and

their beneficiaries will be eligible to receive non-line-of-duty-death benefits. In computing the amount of the benefit, the member will not be entitled to benefit accruals for the time spent in military service.

5. Contributions to the City's Deferred Compensation Plan cease during military leave once an employee is no longer in pay status, although employees may resume their contributions upon return to active City employment. In addition, employees may make "catch-up" contributions for a period of up to three times the length of his or her military leave (not to exceed five years).
6. If called to active duty for more than 179 days, employees may be eligible to withdraw contributions from their accounts without penalty. Upon return from active duty, those funds may be re-deposited in an IRA for up to 2 years.

### **Other Benefits**

1. Members on military leave will be eligible for non-seniority based benefits to the same extent they are provided to other employees on comparable forms of leave. For example, an employee on a military leave of absence will accrue leave (vacation, personal, and sick) as long as he or she is in pay status. Once the employee falls out of pay status, leave will not accrue, except as otherwise provided in Departmental policy or procedure.
2. Likewise, employees on military leave may continue group life insurance coverage through the City to the same extent as employees on other types of long-term unpaid leaves.

### **Promotional Examinations**

1. Members who cannot attend scheduled ranked promotional examinations due to military service may arrange to take a makeup exam upon return from military leave as provided in AM-204-11-2 (Military Leave Testing Procedures, Appendix C).
2. Employees returning from military leave may also schedule a makeup exam for open and unranked promotional tests. The candidate is responsible for scheduling the makeup exam through the Department of Human Resources, Test Development Division for the City of Baltimore. In order to sit for the exam, candidates must provide a copy of the military orders and written confirmation from their military command that the scheduling conflict could not have been avoided.
3. Employees will be permitted to take a reasonable amount of time to adjust to reemployment before sitting for the exam. The exam will be a comparable, alternate form of the original test administered under controlled and monitored conditions.

### **Re-employment Eligibility**

A returning service member who is eligible for reemployment shall be reemployed. To be eligible for reemployment, all of the following criteria must be met:

1. Notice – The employee must have provided advance notice of the military service as required by "Notice of Need for Leave" section of this policy.
2. Length of Service – The employee must not have exceeded the five-year cumulative limit on military leave, subject to the exceptions outlined in USERRA's regulations at 20

C.F.R. §1002.103.

3. Service Discharge – The employee may not have separated from uniformed service with a dishonorable or bad conduct discharge, by court martial, or under “other than honorable conditions.”
4. Timely Application – A Reemployment Notification Form (AM-207-7-11) (Appendix B) must be completed for the member by HR. The employee must have applied for reemployment within the time limits mandated by USERRA:
  - 4.1. Military leave less than 31 days (including fitness-for-duty exams) – No later than the first regularly scheduled workday that starts at least 8 hours after the person’s return home from military service.
  - 4.2. Military leave between 31 and 180 days – No later than 14 calendar days after completing military service.
  - 4.3. Military leave greater than 180 days – No later than 90 calendar days following the completion of military service.
  - 4.4. Following a Service-Connected Illness or Injury – Within the applicable timeframe listed above following recovery from the service-connected illness or injury. The recovery period may not exceed two years from the date of the completion of service, except where circumstances beyond the employee’s control make reporting within this period impossible or unreasonable.

**NOTE:** An employee who fails to apply for reemployment in a timely manner will be subject to the Department’s conduct rules, policies and practices relating to an employee’s unexcused absence from work.

Reemployment may be denied if there has been a change in circumstances that would make reemployment impossible or unreasonable. For example, reemployment may be denied if there has been an intervening layoff that would have included the employee’s position. Reemployment may also be denied if the employee’s pre-service position was for a brief, non-recurrent period with no reasonable expectation the employment relationship would continue for a significant length of time, as in the case of seasonal and contractual employment.

**NOTE:** The Department’s Legal Affairs section must be contacted before denying re-employment to a returning service member.

### **Terms of Re-employment**

Returning service members shall be reemployed within a reasonable period, normally within 10 working days. The position to which the employee should be restored will depend on the length of the employee’s military service, as follows:

1. Service of 90 Days or Less – Employees who serve in the military for 90 days or less must be restored to the same position they would have attained had their employment not been interrupted by military service. If this is a higher-level position, reasonable efforts shall be made to train the individual for the job. If training is unsuccessful, the employee should return to his or her pre-service position.

2. Service of Greater Than 90 Days – Employees who serve for longer than 90 days should be restored to the same position they would have attained absent military service or to a position of similar seniority, status, and pay. If an employee is not qualified for the position, the BPD shall make reasonable efforts to train the employee. If training is unsuccessful, the BPD will place the individual in a position of similar seniority, status and pay to the old position.
3. Disabled Veterans – The BPD shall reasonably accommodate an employee with a service-connected disability in the position he or she would have held absent military service. If the BPD is unable to reasonably accommodate the person in this position, the BPD shall place him or her in a position of equivalent seniority, status and pay. If this is impossible to do, the BPD may place the employee in a position of lesser status and pay, but with equal seniority.

Time spent on military leave counts as time served on the job for the purposes of calculating seniority and other benefits determined by seniority, such as annual leave accrual rates. Returning employees will be restored to the pay level they would have attained if not for the military service, which will include cost of living adjustments and longevity increases.

### **Probationary Periods**

Any employee who has not completed a probationary period before taking military leave will be required to serve the remainder of the probationary period upon return to work. Once the employee successfully completes the probationary period, his or her pay and seniority will be adjusted to reflect all pre - and post-service time worked, plus time served in the military.

### **Verification of Service**

When an employee returns from a military leave of absence of longer than 30 days, the employee shall provide documentation to establish that:

1. The reemployment application is timely;
2. The employee has not exceeded the five-year limit on the duration of service (subject to the exceptions provided in USERRA); and
3. The employee's separation from service was not disqualifying.

Reemployment will not be delayed while awaiting verification; the employee will be temporarily reinstated until appropriate documentation is received. If documentation is not forthcoming, the employee's military command may be contacted for assistance.

### **Discharge of At-Will Employees**

If a service member is re-employed to an at-will position, the employee will not be discharged without cause for a period of time, the length of which will depend on how long the employee served in the military. An employee whose military service exceeded 180 days may not be terminated without cause for 1 year. An employee who served for less than 180 days (but more than 30) may not be terminated, except for cause, for up to 180 days. These protections do not apply when the

employee's military service lasts 30 days or less.

### **Discrimination Prohibited**

This policy prohibits discrimination against any employee or applicant for employment on the basis of their military status or military obligations. No person will be denied employment, re-employment, promotion, or any benefit of employment on the basis of that membership or service. In addition, no employee or applicant will be subjected to retaliation for having exercised his or her rights under this policy or for having participated in an investigation.

Concerns about discrimination or retaliation should be immediately reported to the Equal Opportunity and Diversity Section (EODS).

### **REQUIRED ACTION**

#### **Member**

1. As soon as you have knowledge of a service obligation, provide notice to your supervisor along with a copy of your orders.
2. Provide advance notice, orally or in writing, to your supervisors before taking military leave, except in the rare case when advance notice is prevented by military necessity or would otherwise be impossible or unreasonable.
3. Before departing for leave, complete a Military Leave of Absence Form (AM-204-11-1) (Appendix A) and submit same to the BPD's Human Resources Section.

#### **Supervisor**

1. For questions regarding Military Leave, contact the BPD's Human Resources Section at 410-396-2258.
2. Provide service members with a copy of the Military Leave of Absence Form (AM-204-11-1) as soon as notice is given.

**NOTE:** The form may be obtained from your District/Section Administrative Office.

3. Upon receiving short notice, assist the service member with gathering the information requested on the Military Leave of Absence Form (AM-204-11-1).

#### **Commanding Officer**

1. Ensure that all applicable Military Leave documents are forwarded to the BPD's Human Resources Section.
2. If Military Leave exceeds 30 days, ensure sworn and civilian members adhere to the

following as applicable:

- 2.1. Return departmentally issued equipment including but not limited to:
  - 2.1.1. Departmental I.D. card,
  - 2.1.2. Maryland Police and Correctional Training Commissions (MPCTC) card,
  - 2.1.3. Badge,
  - 2.1.4. Service weapon, along with rounds and magazines,
  - 2.1.5. Gun belt, along with tools and attachments (e.g., gun holster, magazine pouch, CEW, CEW holster, radio, radio holster, OC spray, OC spray holster, flash light, flashlight holster, expandable baton, expandable baton holster, handcuffs, handcuff pouch, flashlight and flashlight pouch),
  - 2.1.6. Equipment chargers,
  - 2.1.7. Ballistic vest,
  - 2.1.8. Riot gear,
  - 2.1.9. Personal Protective Equipment (PPE),
  - 2.1.10. Cellular phone,
  - 2.1.11. Computer/tablet, etc.

3. Property receipt documenting all collected items/equipment must be issued to member.

#### **Director, Human Resources Section**

1. File, secure and maintain all reporting and documentation pertaining to Military Leave.
2. Forward completed Military Leave documents to the City of Baltimore Human Resources Section.
2. Send Acknowledgment of Military Leave within 24 hours of receiving request.

#### **Director, Equal Opportunity and Diversity Section**

Ensure all complaints are addressed and investigated according to departmental standards.

#### **APPENDICES**

- A. Military Leave of Absence Form (AM-204-11-1)
- B. Re-employment Notification Form (AM-204-11-7)
- C. Military Testing Procedures



- D. Acknowledgement of Military Leave
- E. Military Status Notice
- F. Employee Checklist for Military Deployment

**RESCISSION**

Remove and recycle/destroy Policy 1728, *Military Leave*, dated 1 July 2016.

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

**APPENDIX A****Military Leave of Absence Form (AM-204-11-1)****MILITARY LEAVE OF ABSENCE FORM  
(AM-204-11-1)****Section I: Employee Information**

Employee's Full Name

Date of Birth

Agency/Bureau/Division

Job Title

Mailing Address (While on Leave)

Mobile Phone

City, State, ZIP Code

Personal Email Address

**Section II: Service Information**

Date Ordered to Report for Duty

Length of Duty

Branch of Service

☐ Military Orders (Attach)

Military Point of Contact

Phone

Email Address

**Section III: Designated Contact**

I designate the person below to receive and open correspondence from the City of Baltimore while I am on military leave, and s/he may act on my behalf concerning matters related to my employment.

Name

Relationship

Address

Phone

**Section IV: Paid Leave**

I request *paid* military leave for:

☐ Inactive Duty Training and Drilling (up to 15 working days per year).

**APPENDIX A (Continued)****Military Leave of Absence Form (AM-204-11-1)****MILITARY LEAVE OF ABSENCE FORM  
(AM-204-11-1)****Section V: Use of Accrued Leave**

Accrued leave (vacation/personal/compensatory) may be used if applied continuously at the start of your military leave.

- ☐ I elect to use all of my accrued leave.
- ☐ I elect to use my accrued leave as indicate below:
- \_\_\_\_\_ Days      \_\_\_\_\_ Hours of Vacation Leave  
 \_\_\_\_\_ Days      \_\_\_\_\_ Hours of Personal Leave  
 \_\_\_\_\_ Days      \_\_\_\_\_ Hours of Compensatory Leave
- ☐ I elect to retain all accrued leave during my absence for use upon my return.
- ☐ I do not have any accrued leave.

**Section VI: Benefit Elections**

Check whether to continue City benefits for which you are currently enrolled. Benefits may be cancelled if you fail to make an election or if you do not make timely premium payments. Arrangements for payment must be made through the Employee Benefits Division at 410-396-5830.

	Continue	Discontinue	Not Enrolled
Medical Coverage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Coverage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescription Coverage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Coverage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Life Insurance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accidental Death & Dismemberment (AD&D).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Flexible Spending Account.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Section VII: Employee Verification**

*I affirm that, to the best of my knowledge, this document contains no false or misleading statements. I authorize the City to contact the appropriate military command to verify the content of this form or to request additional information that may be needed to administer leave and benefits in accordance with City policy (AM-204-11).*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPENDIX B****Military Leave of Absence Form (AM-204-11-7)****REEMPLOYMENT NOTIFICATION FORM**  
**(AM-204-11-7)****Section I: Employee Information**\_\_\_\_\_  
Employee's Full Name\_\_\_\_\_  
Date of Birth\_\_\_\_\_  
Agency/Bureau/Division\_\_\_\_\_  
Job Title\_\_\_\_\_  
Street Address\_\_\_\_\_  
Phone\_\_\_\_\_  
City, State, ZIP Code**Section II: Service Information**\_\_\_\_\_  
Date Military Service Program\_\_\_\_\_  
Return to Work Date\_\_\_\_\_  
Branch of Service☐ Discharge Papers (Attach)**Section III: Notification**☐ A copy of this form will be forwarded to the following:☐ Employee Benefits Division☐ Fire & Police Employee's Retirement System (F&P)☐ Central Payroll☐ Elected Officials' Retirement System (EOS)☐ Employee Retirement System (ERS)\_\_\_\_\_  
Agency Human Resources Director\_\_\_\_\_  
Date

**APPENDIX C****Military Testing Procedures*****Military Leave Testing Procedures***

Fire and Police Department employees who expect to be on military leave during a ranked promotional examination may, before departing for leave, make arrangements to sit for a makeup exam upon their return. Arrangements should be made in advance of leave by contacting the Test Administrator, Department of Human Resources. The Test Administrator will require the candidate to provide the following:

1. A copy of the military orders with a projected return date;
2. A written statement from the employee's military command stating that military service is *required* on the date of the exam and cannot be rescheduled to avoid the conflict; and
3. A signed *Pledge Form*, which precludes the candidate from discussing the exam (or its content) with anyone who takes the exam on the original test date.

Test candidates must provide the Test Administrator with copies of any updated or changed military orders. If subsequent orders eliminate the scheduling conflict, the candidate must sit for the exam on the day it is scheduled and a makeup exam will not be administered. Eligible candidates may take a makeup examination only upon return to City employment. Exams will *not* be administered to candidates off-site. Candidates returning from military leave will be permitted to take a reasonable amount of time to adjust to reemployment before sitting for the exam.

It is the candidate's responsibility to contact the Test Administrator to schedule the makeup exam, which will be a comparable, alternate form of the original test. The exam will be administered under controlled, monitored conditions by Department of Human Resources staff. Once the makeup exam has been taken and scored, the candidate will be placed on the current list by the ranking that would have been achieved had the candidate taken the test at the time it was originally scheduled.

**APPENDIX D****Acknowledgement of Military Leave****ACKNOWLEDGEMENT OF MILITARY LEAVE***AM-204-11-3***Administrative****Manual****ACKNOWLEDGMENT OF MILITARY LEAVE**

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

[ADDRESS]

Dear [EMPLOYEE NAME]:

This confirms your request for a military leave of absence beginning [DATE]. If you have not already done so, please complete the attached *Military Leave of Absence Form (AM-204-11-1)* to indicate your preferences concerning paid leave and benefits and to designate a contact person who can receive mail (and act on your behalf) while you are away. Please complete this form as quickly as possible *before you depart for leave*.

Based on the information we have on file, you may be eligible for the following:

[INCLUDE ALL THAT APPLY]

- Paid military leave for up to fifteen days for inactive duty training. Our records show that you have \_\_\_\_ paid training day(s) left in this fiscal year.
- Paid military leave for state active duty service that is ordered by the Governor of Maryland, in accordance with MD. CODE ANN., Public Safety § 13-706.
- Unpaid military leave once your paid leave elections have been exhausted.

Eligibility for paid leave and/or benefits must be confirmed with your prompt submission of military orders.

You are also permitted (but not required) to use your own accrued personal, vacation, and compensatory leave during your absence. Sick leave may not be used. Accrued leave days will be applied consecutively at the start of the leave period.

If military service is expected to last 30 days or less, your City benefits will continue automatically unless you cancel the coverage. If you wish to continue your City benefits during a longer period of leave, you must elect to continue your coverage on the *Military Leave of Absence Form*. If you fail to make an

**APPENDIX D (Continued)****Acknowledgement of Military Leave**

election, your benefits will be cancelled during leave. Please note that if you decide not to participate in your City health plan during leave, coverage for your dependents will also terminate.

For your convenience, I have attached the following informational materials concerning military leave:

*Military Leave Policy (AM-204-11)*

*Employee Checklist for Military Deployment (AM-204-11-4)*

*Continuation of Benefits Fact Sheet (AM-204-11-5)*

*Military Leave Testing Procedures (AM-204-11-2) [Optional]*

Please pay particular attention to the *Employee Checklist*, which outlines some additional steps you should consider taking before you depart.

When you have completed your military service, you should return to City-employment within the time limits mandated by USERRA, which are discussed in Section 9 of the *Military Leave Policy*. Failure to return to work in a timely manner will be considered a resignation from City employment. You are responsible for keeping us informed of any changes to your military orders while on leave, including changes to your release date.

If you have any questions regarding your military leave of absence or require assistance, please do not hesitate to contact [NAME OF HR CONTACT] at [PHONE NUMBER].

Sincerely,

[HR REPRESENTATIVE]

cc: [NAME OF SUPERVISOR]  
Employee Benefits Division  
[EMPLOYEE RETIREMENT SYSTEM]  
[FIRE & POLICE EMPLOYEES' RETIREMENT SYSTEM]  
[ELECTED OFFICIALS' RETIREMENT SYSTEM]

**APPENDIX E****Military Status Notice**

## EMPLOYEE MILITARY STATUS NOTICE

**Baltimore Police Department****EMPLOYEE MILITARY STATUS NOTICE****EMPLOYEE PROFILE**

Employee Name: \_\_\_\_\_ Sequence #: \_\_\_\_\_

Date: \_\_\_\_\_ Date Effective: \_\_\_\_\_

**NATIONAL GUARD / RESERVE EMPLOYMENT**National Guard: ☐ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_Reserves: ☐ Current Rank: \_\_\_\_\_ Commanding Officer: \_\_\_\_\_IRR: ☐ Enlistment Start Date: \_\_\_\_\_ Enlistment End Date: \_\_\_\_\_**DRILL / ANNUAL TRAINING / ACTIVATION CALENDAR DATES**

Month	Days	Additional Information
January Dates:	_____	_____
February Dates:	_____	_____
March Dates:	_____	_____
April Dates:	_____	_____
May Dates:	_____	_____
June Dates:	_____	_____
July Dates:	_____	_____
August Dates:	_____	_____
September Dates:	_____	_____
October Dates:	_____	_____
November Dates:	_____	_____
December Dates:	_____	_____

Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Commander (Military) \_\_\_\_\_ Date: \_\_\_\_\_

-----  
Approving BPD Supervisor: Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX F

## Employee Checklist for Military Deployment

AM-204-11-4

**Administrative****Manual**

## EMPLOYEE CHECKLIST FOR MILITARY DEPLOYMENT

- ☐ Keep your agency informed – If you are a member of a Guard or Reserve unit, give your supervisor a copy of your annual training schedule as soon as it becomes available. Providing maximum lead time will help your agency accommodate your military activities.
- ☐ Give plenty of notice – As soon as you have notice of a deployment or other military service obligation, notify your supervisor and provide a copy of your orders. Defense Department regulations strongly recommend that service members provide *at least 30 days advance written notice* whenever it is feasible to do so. The failure to provide advance notice may jeopardize your eligibility for reemployment.
- ☐ Complete a *Military Leave of Absence Form* – Before you depart for leave, complete a *Military Leave of Absence Form (AM-201-11-1)* and return it to your HR department. The information you provide on the form will help us stay in touch with you while you are on leave. It will also help us administer paid leave and other benefits. If your military obligation is expected to last more than 30 days and you wish to continue your City benefits, *you must make an election on this form*. If you fail to do so, your benefits will be cancelled until you return to City employment.
- ☐ Notify your retirement plan – Let your retirement plan know that you will be taking a leave of absence for military service. Representatives of the plan will advise you on what you need to do to ensure that time spent in military service is counted for pension vesting and accrual purposes. In the case of Fire & Police Employees' Retirement System (F&P) members, the plan must be notified so that your mandatory contributions to the plan can be suspended.
- ☐ Update beneficiary information – Before you leave for active duty military service, contact your retirement and life insurance plans to update your beneficiary designations.
 

Employee Retirement System . . . . .	443-984-3200
Fire and Police Employees' Retirement System . . . . .	410-497-7929 (Option 3)
Elected Officials' Retirement System . . . . .	443-984-3200
Employee Benefits Division . . . . .	410-396-5830
Deferred Compensation . . . . .	877-223-2748
- ☐ Payroll Deductions – The City will continue to process payroll deductions – including wage garnishments, child support payments, and deductions taken for voluntary insurances and the Municipal Employees Credit Union (MECU) – for as long as you remain in pay status and have sufficient funds cover the payments. If you fall out of pay status during military leave,

**APPENDIX F (Continued)****Employee Checklist for Military Deployment**

the City will suspend any deductions. If some or all of your leave will be unpaid, you should make other arrangements payment before you go.

- ☐ Fire and Police Promotional Examinations – Fire and Police personnel who will not be available to sit for a ranked promotional exam due to military service should review the *Military Leave Testing Procedures (AM-201-11-2)* and contact the Test Administrator. You will be allowed to sit for a makeup exam when you return to City employment, provided you complete the necessary paperwork. The Test Administrator can be reached at 410-396-3857.
- ☐ Keep contact information up-to-date – Keep us advised of your correct permanent and mailing address(es) during leave. Changes in your permanent address may affect your eligibility for certain health plans. In addition, we need a correct mailing address to keep you (or your designated contact) informed of matters related to your employment, including benefits.
- ☐ Report extensions of orders – Notify your supervisor of any changes to your military orders, including extensions. It is your responsibility to keep us informed of any changes to your expected release date.