



# COMMONWEALTH of VIRGINIA

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## **MEMORANDUM**

TO: Executive Branch Agency Heads and Human Resource Directors

FROM: Sara Redding Wilson

SUBJECT: Pay Supplement for Employees Called to Active Military Duty

On March 26, 2003, Governor Warner signed Executive Order 44 (2003) authorizing a pay supplement for classified state employees called to active military duty. This supplement applies to employees who are on *leave without pay-military* earning less than their normal state salary and is based on the difference between the employee's base state salary and military salary, including any allowances that may apply.

Attached are FAQs regarding the supplement, which will help your staff and employees understand the supplement. Also attached are procedures to assist Human Resources and Payroll in calculating and applying the supplement.

This supplement also applies to employees who currently are on *leave without pay-military*. Agencies should attempt to contact these employees or their families to inform them of the supplement and obtain the information needed to process it. Please encourage your staff to work with these employees and their families to facilitate this process.

We understand that there may be cases where the employee cannot provide the necessary verification. The Department of Human Resource Management has contacted the U.S. Department of Defense and has established a process for getting the military salary information of employees who cannot be reached by their agencies. This process is described in the attached procedures.

If you have questions regarding the procedures or the supplement, contact the Office of Compensation and Policy at [policy@dhrm.state.va.us](mailto:policy@dhrm.state.va.us).

Attachments

C: Cabinet Secretaries