



## **Policy Guide – Reminders Regarding Military Leave**

### **Leave Usage and Accruals during Military Leave without Pay**

DHRM Policy allows a variety of options for employees to use their accrued or allotted leave when they are called to active military duty. Employees may choose to:

- Use, retain or receive payment for their annual, compensatory and/or overtime leave balances as outlined in policy;
- Use or retain Family and Personal Leave (VSDP);
- Receive payment for or retain Traditional Sick Leave as outlined in DHRM Policy 4.55;
- Combine these options to use leave, receive a payment for a portion of the leave balance and retain leave for future use upon return to state service.
- Employees' use of available leave balances may occur only at the start of their period of Military Leave without Pay. Leave usage may not be staggered or occasional throughout the period of Military Leave without Pay as this creates an administrative burden on the agency.
- The period of military leave will count towards an employee's eligibility for FMLA

### **Military Bank Leave**

Qualified employees with annual leave balances that exceed the maximum carryover amount on January 10<sup>th</sup> may be eligible to convert the excess annual leave to Military Bank Leave. Military Bank Leave may be used to maintain paid status during future military deployments. Please see the section Military Bank Leave in DHRM Policy 4.50, Military Leave.

### **Award of Paid Military Leave**

Employees on military leave without pay shall not have access to the 21 days of paid military leave awarded on October 1<sup>st</sup> unless they have returned from military leave and are re-deployed or required to attend military training.

### **Active Military Supplement**

Employees on military leave without pay may be eligible to receive the active military supplement. A recent copy of the employee's Leave and Earnings Statement (LES) must be provided to the Agency's HR who will verify their military salary and any allowances in comparison of the employee's base state salary. See the Military Supplement Policy Guide.

### **Reinstatement from Military Leave**

Employees cannot be reinstated to their classified state position prior to the date of their discharge from active military duty.