

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**  
Standard: **MILITARY SERVICE AND RESERVE LEAVE**  
Section #: **B-9**  
Effective: June 3, 2008

See Also: Timekeeping

### GENERAL STANDARD

In accordance with federal and state law, the Authority grants military service leave to employees who enter the Uniformed Services of the U.S. or State Militia and to employees who are fulfilling a Unit Field Training or Military Reserve obligation in compliance with military orders.

### SPECIFIC STANDARDS

#### MILITARY SERVICE

- ❑ Employees shall provide advance notice of need for military leave, to the extent practicable.
- ❑ To be eligible for reinstatement following military service leave, the individual must meet certain criteria. As the criteria established by law vary according to the circumstances under which the individual leaves work to perform training or service, a Human Resources representative counsels employees requesting reinstatement of the eligibility requirements on a case-by-case basis.
- ❑ When a former employee meets the eligibility requirements for reinstatement and the Authority's circumstances have not changed so as to make it impossible or unreasonable to reinstate the former employee, the Authority will:
  - Reinstatement the former employee to a position of like seniority, status, and pay. For former employees unable to perform the duties of such a position because of disability sustained during service or

training, employment is offered in another position for which the individual is qualified to perform, one that will provide the nearest approximation of the seniority, status, and pay which would have been received had no disability been sustained.

- Allow participation in insurance and other benefits that would apply if the employee had continued employment. However, such benefits do not accrue while the employee is on military leave.
- Grant preferential consideration for suitable positions to returning veterans.
- Retain the employee for at least the period specified by federal requirements.

## ***SPECIFIC STANDARDS***

### **MILITARY RESERVE**

- ❑ Employees are provided with the leave time shown on the military orders and also provided sufficient travel time to get to and from the assignment.
- ❑ Employees may take up to 22 days (176 hours) per year of reserve leave. The Authority continues pay for the reservist during this time. The reservist is not required to use any accrued time during the 22 day (176 hours).
- ❑ Reservists required to serve for more than 22 days (176 hours) per year may be reimbursed for the difference between their military base pay (excluding payment for weekend service and/or any mileage reimbursement) and their Authority wages for the period of their military obligation subsequent to the 22 days. Reimbursement is based on prevailing law, regulations, and SDCRAA Board Policy.

## ***PROCEDURES***

Managers should advise employees considering a military leave to contact a Human Resources representative for specific reinstatement criteria.

#### Military Service procedures:

- Manager completes the “Change of Employee Status” section of the Personnel Action Form. (Contact a Human Resources representative for assistance in completing the “Comments” section for final check requests.) Forward the Personnel Action Form to a Human Resources representative.
- Upon receipt of the form and prior to the incumbent’s departure, the Human Resources representative will arrange for an exit interview with the employee.

#### Military Service Reinstatement procedures:

- A Human Resources representative will determine whether the individual meets reinstatement criteria and will contact the former employee’s department manager to arrange for the employee’s reinstatement. If, at the time of return, no vacancy exists for the returning veteran, the former department must create a temporary or limited term position (see **Personnel Actions**) to accommodate the individual while the Human Resources representative pursues other placement options within the Authority.
- A Human Resources representative, in consultation with the manager, will complete the “Change of Employee Status” section of the Personnel Action Form for reinstatement.

#### Military Reserve Procedures:

- When an employee requests time off for Unit Field Training or Military Reserve duty, managers should forward the completed military leave request form and a copy of the employee’s orders to a Human Resources representative so all appropriate individuals are apprised of the situation and to ensure that necessary adjustments are made to the employee’s salary.

Managers must ensure that time records accurately reflect the employee's time off for military reserve leave.

Record "Military Reserve" on the employee's time record for the period the employee is out for this duty.

Upon return from leave, the employee shall present a copy of the military pay voucher to a Human Resources representative so that any appropriate pay adjustments are made.