

ADMINISTRATIVE PROCEDURE

MILITARY LEAVE

4155

Procedure No.

July 1, 2013

Date

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- I. **PURPOSE:** To provide information for authorization and reporting of Military Leave with Pay and Military Leave without Pay for professional and supporting personnel.
- II. **INFORMATION:** Any full time employee of Prince George's County Public Schools is entitled to military leave. There are four major types of military leave:
- A. 15 calendar days per fiscal year for active duty, active duty training, and inactive duty training.
 - B. 22 workdays per calendar year for emergency duty as ordered by the President or a State Governor.
 - C. 44 workdays per calendar year for members of a reserve component and National Guard technicians' duty overseas under certain conditions.
 - D. Unlimited military leave to members of a reserve component and the National Guard for certain types of duty ordered by the President.
- III. **PROCEDURES:**
- A. A full time employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States will be allowed military leave with full pay less the amount paid for such duty not to exceed the number of days indicated in Section II, above; such leave will be granted only during a period when the individual is required to be on duty in order to meet an active duty commitment.
 - B. Any employee included in this category that is called upon to serve a longer period of time not during an emergency shall be entitled to a leave of absence without pay.
 - C. A full time employee who is called to short term duty under the authority of a State Governor or the Mayor of Washington, D. C., during any emergency shall be entitled to a leave of absence with full pay for such time while actually serving under such active duty orders in addition to the fifteen day period specified above.
 - D. Any full time employee who is drafted for military service may request leave without pay for the period of the obligated service.

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- E. When it is necessary for an individual to request military leave in order to fulfill his/her military obligation, he/she must submit a request in advance, in writing, (and attach a copy of their military orders) to the Absence Management Specialist assigned to their work location.
- F. After the Absence Management Specialist verifies the military orders and approves such leave, a copy of the approval will be provided to the Payroll Specialist, the Assistant Treasurer, the Human Capital Management Office and the School/Department concerned.
- G. When an individual is on approved military leave, the school or department to which he/she is assigned will so note in the remarks column of the attendance register.
- H. The Payroll-Benefits Office and the Human Capital Management Office will document the employee's period of military leave, and the use of paid leave.
- I. The Payroll-Benefits Office will process a personnel action and document the employee's use of leave without pay to perform duty with the uniformed services.
- J. Upon return from leave, the employee must submit to the Absence Management Specialist and the Assistant Treasurer a copy of the military leave pay voucher from the U.S. Government with a check payable to the Board of Education of Prince George's County for the amount of military pay received.
- K. If the amount of military pay equals or exceeds the amount of salary paid to him/her by the Board of Education during the period of his/her active duty, he/she will reimburse the Board of Education for the entire amount of salary received from the Board of Education within two weeks upon return from leave.
- L. All military and school payroll issues must be resolved before the Absence Management Specialist and Human Capital Management Director of Human Resources approves the employee's return to duty or his/her restoration to the job formerly held.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Director of Payroll-Benefits and will be updated by

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that office as required. Negotiated updates will be accomplished, as appropriate, with provisions of negotiated agreements.

- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4155, dated July 1, 2005 and all memoranda and guidance prior to date.
- VII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10