



Division 11 Personnel Management

Chapter 13 – Military Leave

January 2009

POLICY

This General Order shall provide instructions and guidance for career personnel and supervisors regarding the proper application of the provisions of Section 16-223 of the Personnel Law, and Administrative Procedure 284, regarding the use and reporting of Military Leave. This Directive applies to all salaried employees of the Department who are members of the active Military Reserve, National Guard, Coast Guard, or Civil Air Patrol, and to their supervisors.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

Up to fifteen (15) working days (120 hours) of paid Military Leave per annual leave year is authorized for each employee described in Section I for the purpose of participation in active duty for training, weekend drills, call-up for natural disaster, domestic emergency, or other military obligation. Shift workers whose military obligation (e.g. weekend drill) coincides with a duty day shall be granted sufficient military leave to accommodate the military duty and travel time "to and from." They are to report to work at the end of that period if their shift is still on duty. Military Leave in excess of 15 paid days (120 hours) per year, or unpaid Military Leave, shall be handled as provided in Administrative Procedure 284, or appropriate Executive Order.

2. Responsibilities

Employees who receive written orders to report for a military obligation (whether voluntary or involuntary duty) shall submit a copy of the orders along with the request for Military Leave. A copy of the orders is to be sent, via the appropriate Lt. Colonel, to Administrative Services immediately upon receipt by the employee's supervisor. Employees who do not receive advance written orders (e.g. emergency call-up, weekend drills, or other circumstances) must provide documentation of attendance upon return to duty following the military obligation. Employees must return for work on the first workday immediately following the last day of military obligation.

Should a designated holiday occur while an employee is on paid Military Leave, the employee will not receive Holiday Premium pay (overtime) for that day. An employee who would have been scheduled for duty on the holiday will be given 8 hours Holiday Leave in lieu of Military Leave. A shift work employee scheduled for a day off on the holiday will be granted Compensatory Time as provided in the current Labor Agreement.

Military Leave is to be reported on the employee's timesheet using the EA number defined for the purpose. A copy of the orders or notification document and/or certification of attendance are to be attached to the timesheet. The employee's immediate supervisor is responsible to monitor the amount of Military Leave used by each subordinate employee during each annual leave year. Administrative Services will review the Military Leave used by each



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

employee. Employees who have used more than the allowed number of days of Military Leave will be charged Annual Leave for the excess hours each applicable pay period.

Council Bill-1-2002 became law July 1,2002, establishing a Military Leave Bank for County employees who are activated for military duty and are in a current Leave With Out Pay (LWOP) status. The Prince George's County Office of Personnel and Labor Relations will administer the Military Leave Bank.

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1 – Council Bill 1-2002 Military Leave Bank, Memorandum

Attachment #2 – Military Leave Bank Donation form



Wayne K. Curry
County Executive

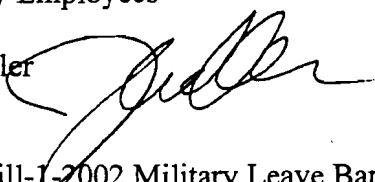
THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF PERSONNEL AND LABOR RELATIONS



June 14, 2002

MEMORANDUM

To: All County Employees

From: Joseph Adler
Director 

Re: Council Bill-1-2002 Military Leave Bank

The Office of Personnel and Labor Relations is pleased to announce that a Military Leave Bank has been established for County employees who are currently serving in the Armed Forces Reserves and have been called to active duty. On July 1, 2002, Council Bill-1-2002 will become law and will provide County employees the opportunity to donate their accrued annual, personal, discretionary or compensatory leave to our fellow employees. All donations will be retroactive to February 24, 2002 and will fund a salary supplement to those employees activated and currently in a Leave Without Pay (LWOP) status. Your contribution of leave will provide the difference between the employees base rate of pay with the County and the base rate of pay with the military.

As you know, the United States is still in a state of emergency and many of our employees are courageously protecting our Country. We have all been affected by the violent and cowardly acts of September 11th. Fortunately, we have a cadre of County employees ready, willing, and able to protect our Nation, our freedom. By donating a portion of your accrued annual, personal, discretionary or compensatory leave, you will be providing assistance directly to help our own.

To contribute to the Military Leave Bank, please complete the donation form which appears on the back of this memorandum and forward it to the attention of Joanne Bonacci, Assistant Manager, Employee Services Division, Office of Personnel and Labor Relations, 1400 McCormick Drive, Largo, Maryland 20774. Please be advised that leave donations are irreversible and hours will be automatically deducted from your leave balance upon receipt of the donation leave form. If you have any questions, you may call Ms. Bonacci at (301) 883-6396.

Your donation is greatly appreciated. Thank you.

1400 McCormick Drive, Largo, Maryland 20774
MAIN (301) 883-6330 FAX (301) 883-6325 TDD (301) 883-6329

CSD #3 (Revised) Attachment #1

DONATION TO CB-1-2002 MILITARY LEAVE BANK
 For the Benefit of Individuals Who Have Been Ordered to Active Duty in a National Emergency

COMPLETE THIS FORM AND RETURN TO: Joanne Bonacci, Assistant Manager,
 Employee Services Division, Office of Personnel and Labor Relations, Suite 125, 1400
 McCormick Drive, Largo, MD 20774, or call (301) 883-6396 with any questions.

Name: _____ <div style="text-align: center; margin-top: 5px;">Print or Type</div>	SSN# _____ / ____ / ____
Agency: _____	Phone No. _____

CB-1-2002 authorizes creation of a Military Leave Bank to fund salary supplements for individuals in the National Guard of the United States or the Reserves who have been ordered to active duty in a national emergency. These supplemental payments cover one year from February 24, 2002 to February 24, 2003.

This is to authorize the Office of Finance to reduce my leave balances as indicated below. I understand that all rights to the donated hours are relinquished and that these leave hours cannot be recovered in the future.

Donating Employee: _____	Signature	Date
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Description of Leave	Hours/Minutes
New Annual – Full-time (009)	
New Annual – Part-time (070)	
Old Annual – Full-time (009)	
Old Annual – Part-time (070)	
County Compensatory (056)	
FLSA Compensatory (058)	
Personal (026)	
Discretionary [restricted by pay plan] (045)	
TOTAL DONATED HOURS	