



MILITARY SERVICE

Directive 4 - 114

Date of Issue: July 2013 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish written policy in regards to members of the Department of General Services Maryland Capitol Police (DGS-MCP) who are also members of a reserve unit of the Armed Forces, in the organized militia for military training or active military duty.

II. POLICY

It is the policy of DGS-MCP to accommodate all lawful requests for the use of Military Leave and Military Administrative Leave, and Active Military Leave of Absence, by its employees. Members of the military will not be terminated, demoted, or denied promotion or benefits because of their membership in the U.S. Military Reserves or National Guard.

III. DEFINITIONS

A. Military Leave (Code 70)

Leave that is granted to an employee who is a member of a reserve unit of the armed forces, or in the organized militia for military training or active duty. A maximum of 15 days annually is granted without loss of pay or charge against any other leave. If the employee needs more than fifteen days allotted each year to attend training, drills, etc., other forms of leave will be granted.

B. Leave Without Pay – LWOP Military (Code 62)

Military leave of absence is only approved for those military personnel called to **active duty**. This leave does not apply to personnel in training. The State of Maryland permits employees on active military duty to elect to continue their medical, dental, and prescription benefits at the same coverage level in effect just prior to the start of their military duty. The State will pay the full cost of both the employee and State share of the premiums.

To continue your benefits under active military leave of absence, employees will need to complete the LAW – MILITARY NOTIFICATION FORM.

For LAW- Military to continue beyond the initial dates of the original military orders, DGS – MCP must have updated copies of active orders.

C. Military Administrative Leave (Code 78)

State Personnel and Pension articles allow full time DGS-MCP employees who are activated for military duty the ability to **apply for** and use military administrative leave if they meet the specific

criteria. As with all forms of administrative leave this must be pre-approved by personnel and **may not** be used at the discretion of the employee or supervisor.

Military administrative leave will not cover any leave days an employee would like to take prior to returning to duty with DGS-MCP.

IV. PROCEDURES

A. Active Duty

1. Employees will provide a copy of their active duty military orders to their immediate supervisors.
2. Supervision will contact Personnel. An appointment will be scheduled for the employee to meet with DGS Personnel to discuss their options and fill out appropriate paperwork.
3. DGS Personnel will advise the DGS-MCP on how to code the employee's time sheet during their active duty absence.

(a) Code 62 Leave Without Pay – Military

(b) Code 78 Military Administrative Leave

B. Training

Employees will use Code 70 on their time sheets to document time away for military training. Those exceeding (15) fifteen days of training per year will use another form of their accrued leave. (Excluding sick leave.)

|