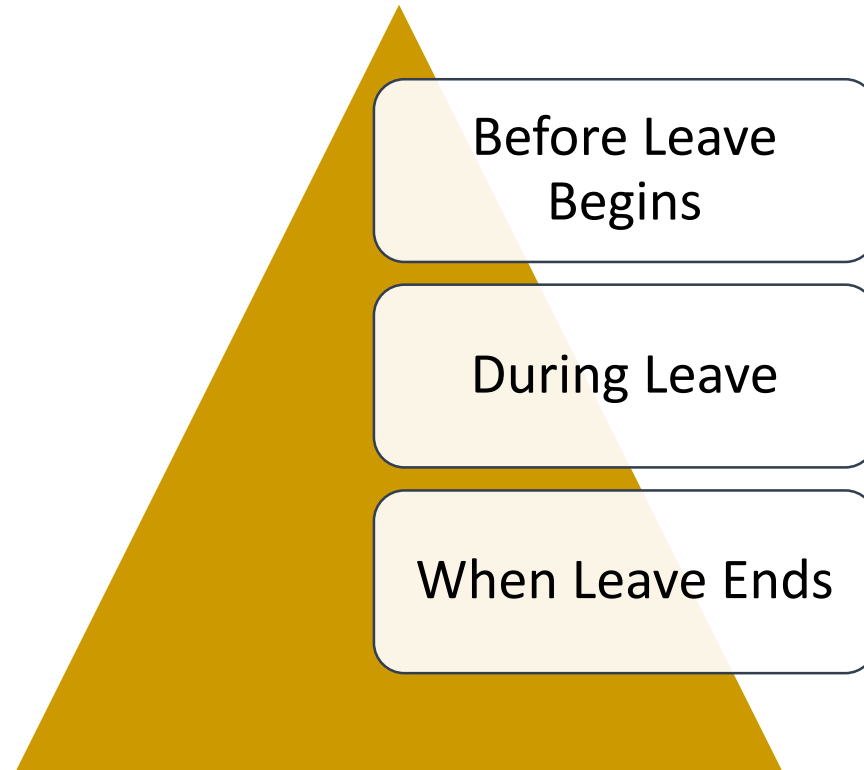
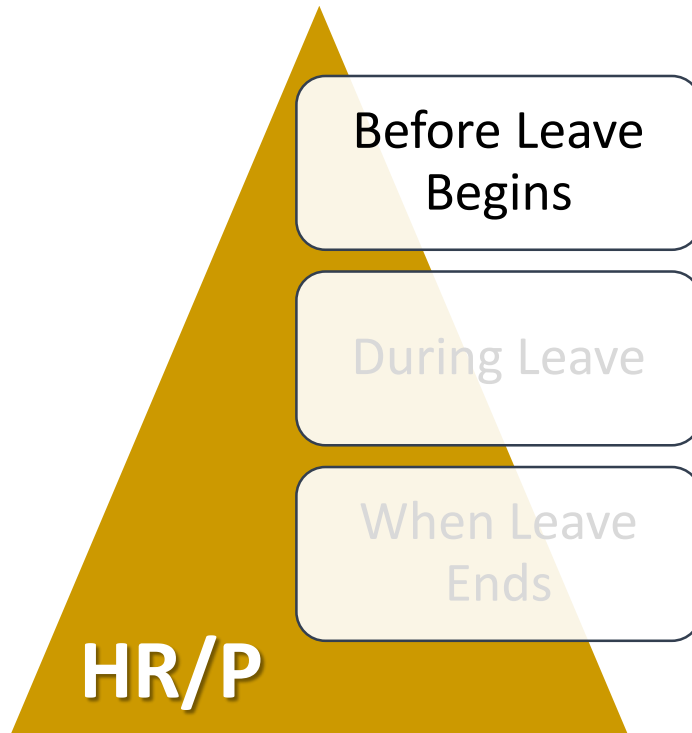


# When State Employee Needs Leave for Active Military Duty



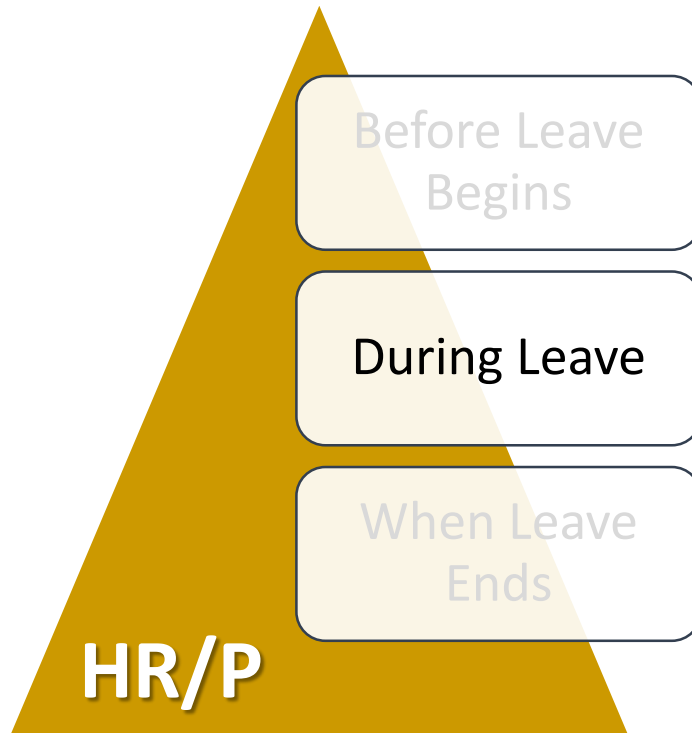
# HR/Payroll Responsibilities when EE is called to active military duty



- Gather all information & documentation and process each according to policy and practice
- Provide info & notice to EE of his/her responsibilities for insurance benefits



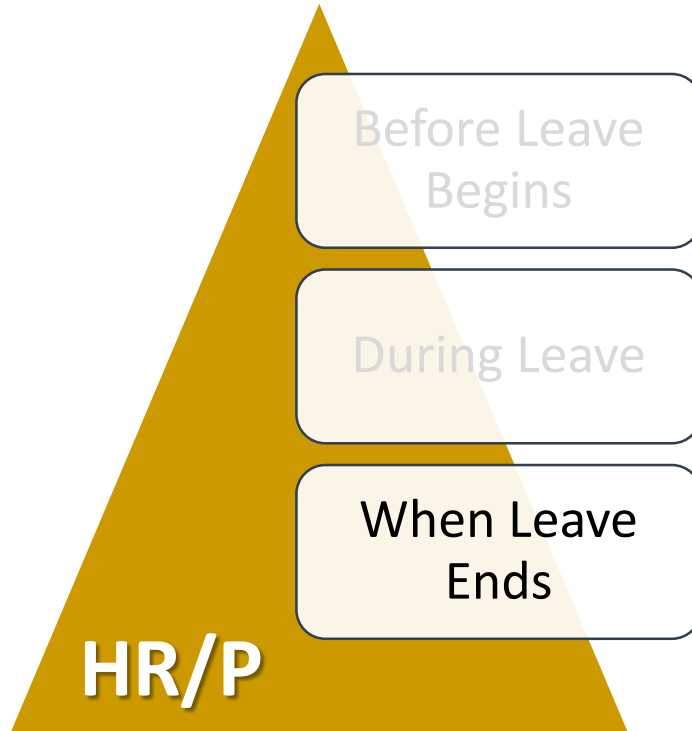
# HR/Payroll Responsibilities when EE is called to active military duty



- Maintain records of salary and/or classification changes affecting EE's position that occur during his/her absence
- Identify salary on spreadsheet by pay period to provide data for PERF catch-up upon EE's return to work
- Set reminders to provide open enrollment notices & track reinstatement time limits



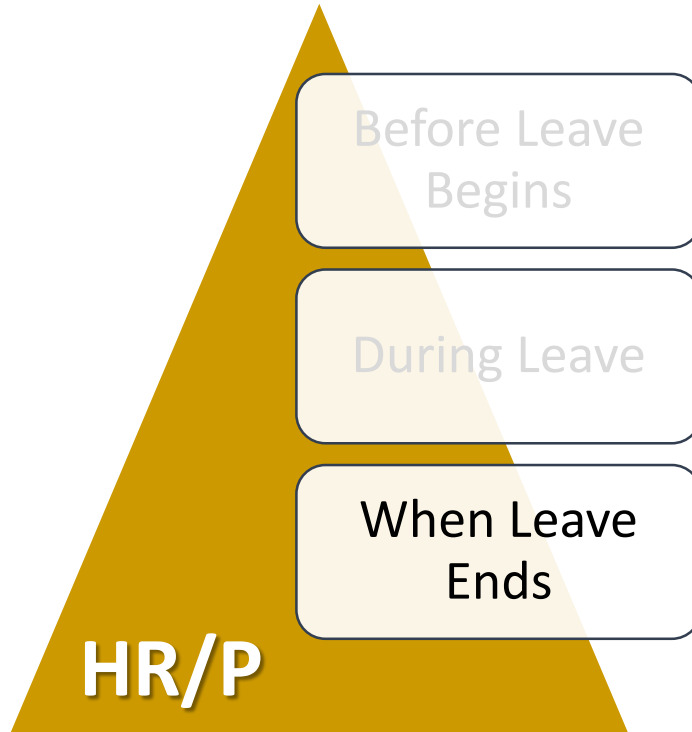
# HR/Payroll Responsibilities when EE is called to active military duty



- Reinstatement EE (may involve layoff procedures and other matters – contact SPD Employee Relations Division for assistance)
- Submit info for PERF catch-up immediately upon EE's RTW
- Provide info & notice to EE of his/her responsibility for insurance benefits



# HR/Payroll Responsibilities when EE is called to active military duty







- IF employee declines to return to work but does not submit written resignation or misses the time frames for returning to work (without notice of illness/injury preventing return), then send notice that absence is unauthorized & subject to disciplinary action/dismissal.



# Honorable Discharge



These designations do not qualify for reinstatement rights:

-  Dishonorable or Bad-Conduct Discharge
-  Dismissal (applies to officers)
-  Under Other Than Honorable Conditions discharge
-  Dropped from the rolls

