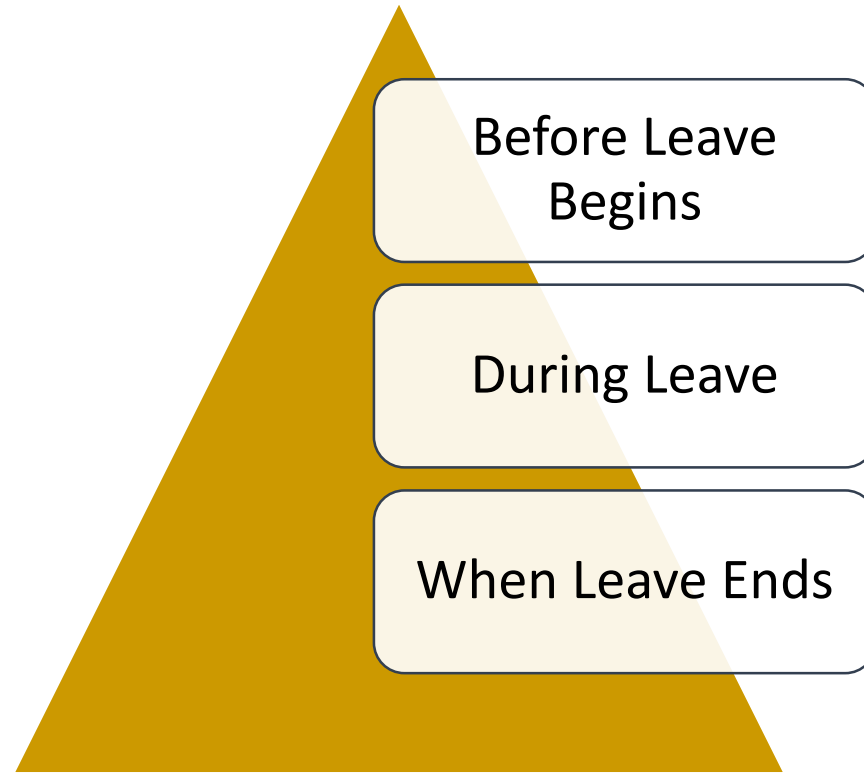


When State Employee Needs Leave for Active Military Duty



Supervisor's Responsibilities when EE is called to active military duty

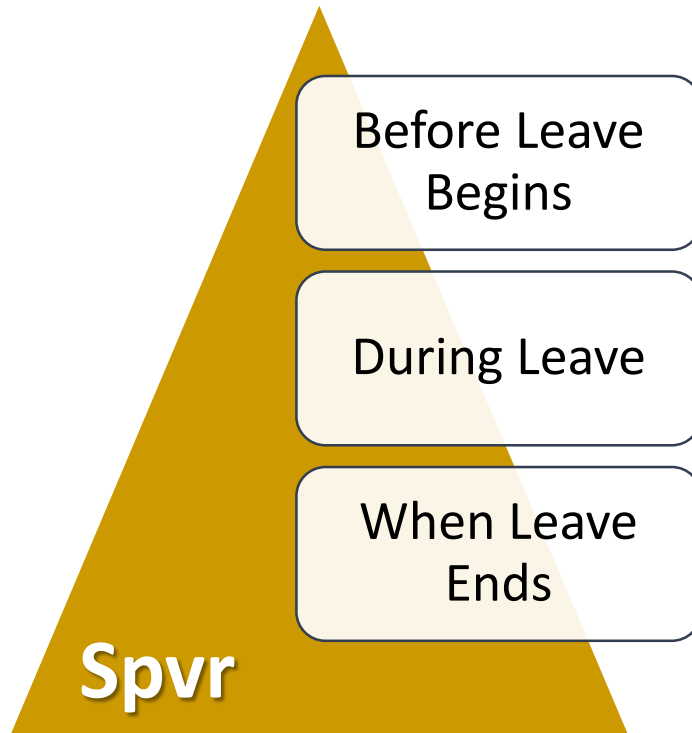


- Prepare Interim Performance Appraisal Report and submit to HR.
- EE's schedule must be arranged to provide him/her the ability to arrive at the military assignment fit-for-duty.

See 20 CFR §1002.74



Supervisor's Responsibilities when EE is called to active military duty



- Forward immediately to HR/Payroll any oral or written information received from the EE about the military leave and/or return-to-work time frames or inquiries.



Supervisor's Responsibilities when EE is called to active military duty



- Return employee to job s/he would have held without military leave.
- Provide any necessary training/updates EE missed during military leave.
- Military Leave does not impact Performance Appraisal schedule nor eligibility for FML.

