

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 03/06/2015	Supersedes Policy Dated: 12/31/2009	Rescinds:	SOG Number: 202.2
Accreditation Index: 22.1.9 ¹			
Part Title: Personnel		Chapter Title: Personnel Administration	
Chief of Police:			

Military Leave

I Policy

The Springfield Police Department hereby establishes the following procedures for uniform accounting of military leave.

II Definitions

Calendar Day – 24-hour period (midnight to midnight) in which the employee is entitled to leave for military duty. For example, if the employee is scheduled to work until 0300 hours on a day in which they have military duty, the employee shall be released from work by 0001 hours on the day their duty is to begin. Similarly, if the employee is scheduled to work from 2120 hours until 0720 hours on the day they are to return from military duty, the employee is not required to report to work until 0001 hours on the day they are scheduled to return to work.²

Military Leave – For the purposes of this policy, the term shall refer to any notification of leave related to military service in which the employee will be absent from work. It does not require the employee to request absence for military service.³

Orders – “A communication, written, oral, or by signal, which conveys instructions from a superior to a subordinate.” (NATO/DOD definition) May be in the form of an e-mail, letter, memorandum, or formal military order with an official order number.

USERRA – Uniformed Services Employment and Reemployment Rights Act.

1 CALEA Standard reference corrected, per Policy Change Order 14-060.

2 Definitions, grammatical correction, per Policy Change Order 14-060.

3 Definition of Military Leave revised, per Policy Change Order 14-060.

SOG 202.2

Military Leave

Effective Date: 03/06/2015

III Procedure

1 MILITARY LEAVE ENTITLEMENT

1.1 Authorized Leave

1.1.1 Each employee who is a member of the National Guard or of any reserve component of the Armed Forces of the United States shall be entitled to a maximum of 120 hours of military leave in each federal fiscal year (October 1 – September 30).⁴

1.1.2 Application of military leave will be authorized when the employee is ordered to active duty for training, inactive duty for training, or when ordered to active duty in times of an emergency. All orders must be issued by appropriate military authority.⁵

1.1.3 Military duty exceeding the 120 hour compensation benefit shall be:

1.1.3(a) Without Pay and/or charged against the employee's earned leave time at the discretion of the employee.⁶

1.2 Employee Salary – Military leave (maximum of 120 hours) will be granted without loss of pay, but will not entitle the employee to be paid more by the City than the amount that they would normally be entitled to if they were working their normal schedule.

2 ACCOUNTING PROCEDURE

2.1 Total Leave Hours per Merit Rule 21, Leaves of Absence, Section 21.5, Military Training Leave, House Bill 1822, and RSMo 105.270.

2.1.1 The calculation of paid military leave for an employee will be a total of 120 hours of scheduled work time.⁷

2.1.1(a) The employee will only be charged for the hours in which they would have normally been scheduled to work.

2.1.1(a.1) Scheduled AWL days do not count towards expended Military Leave.

2.1.2 All approved Military Leave is granted without loss of position, seniority, accumulated leave, impairment of performance appraisals, pay status, work schedule including shift, working days and days off assigned to the officer at the time leave commences.

2.1.3 The state statute and Merit Rule are not grants of additional pay. Employees who do not utilize the full 120 hours of paid military leave

4 Section 1.1.1 revised, grammatical correction, per Policy Change Order 14-060.

5 Section 1.1.2 revised, punctuation correction, per Policy Change Order 14-060.

6 Section 1.1.3(a) revised, grammatical correction, per Policy Change Order 14-060.

7 Section 2.1.1 revised. The word "paid" added to military leave, per Policy Change Order 14-060.

SOG 202.2

Military Leave

Effective Date: 03/06/2015

for military duty shall not receive additional compensation from the City for any unused military leave.⁸

- 2.2 Procedure Not Retroactive - These accounting procedures are not retroactive from the effective date of this SOG.

3 NOTIFICATION OF MILITARY LEAVE⁹

- 3.1 USERRA guidelines state:

3.1.1 “An employee is not required to request permission to be absent for military leave, but rather provides notification of pending military service.”

3.1.2 This notice can be written or verbal.

- 3.2 Employees are required to provide notice of military service to their police department supervisor:

3.2.1 Ten days prior to a weekend training session and/or any additional duties required by military service, or as soon as orders are received.

3.2.2 Thirty days prior to an annual training period or as soon as orders are received.

3.2.3 If the employee requests military leave credit, they must provide notice as required in 3.2.1 or 3.2.2.

3.2.4 Exemptions to the minimum notice requirement will be allowed when non-scheduled military duty is required (alert or state of emergency).

3.2.5 Written orders are only required for activations of over thirty-one (31) days in length.

- 3.3 Failure to Notify – Failure to provide notification on a timely basis prevents police department commanders from planning deployment of manpower and may result in disciplinary action.

4 SCHEDULING MILITARY LEAVE¹⁰

- 4.1 The use of long-range planning allows the department greater ability to deal with the unexpected contingencies of police work. In December of each year, the department schedules leave for the upcoming year. Each employee who is a member of the military will schedule their military leave at this time or as soon as that information is received. Military Leave will not count against the number of other earned leave hours an employee is allowed to schedule.

8 Section 2.1.3 revised. The word “paid” added to military leave, per Policy Change Order 14-060.

9 Section 3 heading revised, wording change, per Policy Change Order 14-060.

10 Section 4 revised, changes regarding Military Leave scheduling procedure, per Policy Change Order 14-060.

SOG 202.2

Military Leave

Effective Date: 03/06/2015

- 4.2 Supervisors must be aware of fatigue issues and should not require officers to work if there has not been, or will not be, an adequate rest period. (See definition of Calendar Day, above.)
- 5 **MILITARY LEAVE LASTING MORE THAN 90 DAYS (CALEA 22.1.9)¹¹**
- 5.1 For military leave lasting more than 90 days, the employee will notify their immediate supervisor as soon as practical. The employee's immediate supervisor will be the Springfield Police Department's designated point of contact for the entire period of military leave. (CALEA 22.1.9(a))
 - 5.2 The City of Springfield's Human Resources Department has a designated liaison to the police department. That liaison will be the employee's point of contact for human resources matters for the remainder of the leave period. The human resources designee shall provide the employee with information regarding the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). (CALEA 22.1.9(b))
 - 5.3 As part of the out-processing for the military member, the employee's direct supervisor will conduct an exit interview. The immediate supervisor should, to the extent possible, establish a method of contact with the employee and/or the employee's family in reference to agency news, significant events, and promotional opportunities. (CALEA 22.1.9(c) & CALEA 22.1.9(g))
 - 5.4 The employee's immediate supervisor will arrange for the employee to turn in their agency owned equipment to the quartermaster's office. (CALEA 22.1.9(d))
 - 5.5 Upon returning from military service, the employee's immediate supervisor shall conduct an interview with the returning employee. This interview should be used to determine if the employee has any specialized needs and/or concerns upon returning to work. Traditional Employee Assistance Programs (EAP) may not sufficiently meet the needs of our returning service members. As a result, the agency shall consider all locally available and feasible resources to meet those particular needs. (CALEA 22.1.9(e))
 - 5.6 The employee's immediate supervisor will arrange for the employee to have their agency owned equipment re-issued.
 - 5.7 The immediate supervisor shall contact the Training Department and arrange all necessary refresher training, including weapons requalification and steps for reintegration, as needed. (CALEA 22.1.9(f))

IV Attachments

¹¹ Section 5 added, per Policy Change Order 14-060.