



EXTENDED MILITARY LEAVE

WRITTEN DIRECTIVE: 4.5
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REVISION DATE:

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I. Purpose

The purpose of this Written Directive is to establish and describe the agency's responsibility to members who are called to active duty for one hundred eighty (180) consecutive days or more and the designation of the UMBPF Military Liaison Officer.

II. Policy

This directive is intended to supplement UMB and USM policies on Military Leave. This directive is not intended to create any additional substantive legal rights for employees. It is the policy of the University of Maryland, Baltimore Police Force (UMBPF) to provide all employees who are called to extended active duty by the military with the support they need to make the transition to active duty and the return from active duty as seamless as possible.

III. Pre-Deployment

- A. Upon receipt of orders which place an employee on extended active military deployment the employee will:
 - 1. Immediately notify his/her supervisor and provide a copy of his/her military orders.
 - 2. All uniformed personnel will return their badge, assigned pistol, and magazines with all ammunition to the Quartermaster.
 - 3. Return the MPCTC certification card to the Training Unit. Sworn members will be placed into Non-Officer Status with MPCTC.
 - 4. Meet with the UMB Human Resources Service Health Benefits office to ensure his/her family members maintain health insurance coverage during the deployment;
 - 5. Meet with the Agency Payroll representative;
 - 6. Coordinate with the designated UMBPF Military Liaison Officer to confirm that:
 - a. Leave and duty status are correct,

- b. Dates of deployment and return are accurate,
 - c. Deployment contact information is recorded and is accurate, and
 - d. Current home mailing addresses of spouse or family members is updated and on the agency emergency contact form and in the UMB Portal.
7. Meet with the Division Commander to ensure all aspects of the pre-deployment separation process have been completed.

B. The employees Commander will:

1. Place the employee on special assignment for a period of at least three working days prior to the deployment to begin the temporary separation process;
2. Forward a copy of the employee's military orders to the UMB HRS;
3. Ensure that notification to district and circuit courts on the employees unavailability has been completed;
4. Ensure that the employees Timesheet will be completed and submitted bi-weekly; and
5. Ensure that any mail received for the employee is forwarded to the residence on record during deployment.

C. The Military Liaison Officer will ensure that:

1. The employee has a copy of this directive;
2. A copy of the military orders are forwarded to the UMBPF payroll procession representative for determination of leave status; and
3. Employees on Military Administrative Leave receive differential pay while deployed if their military salary is less than their state salary.

IV. Post-Deployment

A. The Uniformed Services Employment Reemployment Rights Act, Section 1002.15 authorizes that employees have a set period of time, dependent on the military time period served, to submit a notice to return to employment (written or verbal) with the Agency.

1. For periods of one hundred eighty-one days or more, the notice for return must be submitted within ninety (90) days after completion of service.

2. For periods of more than thirty (30) days but less than one hundred eighty (180) days, the notice for return must be submitted no more that fourteen (14) days after the completion of service.
3. Immediately upon the conclusion of their active military duty assignments, employees are requested to:
 - a. Present documentation establishing eligibility to return to work;
 - b. Contact their commander to establish or estimate a date they will return to duty with the UMBPF;
 - c. Schedule an appointment with the UMBPF Military Liaison Officer to initiate the reintegration process;
 - d. The agency will take steps to ensure that returning employees are fit for duty and appropriately reintegrated. The agency may conduct a modified background investigation to include:
 - 1) Verification of employee’s eligibility to return to work,
 - 2) State and national fingerprint checks,
 - 3) NCIC checks, and
 - 4) Medical evaluation and an appointment with EAP to determine fitness for duty.

B. The Training Unit will ensure the employee completes all necessary training for re-integration into their assigned position. Sworn members will be required to complete training to ensure compliance with MPCTC requirements for certification and return to officer status

V. Military Liaison Officer

The Education and Training Lieutenant will serve as the Military Liaison Officer for the UMBPF.

UMB POLICY:

<http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=372§ion=all>

USM POLICY:

VII-7.23

VII-7.24

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