

Military Leave Of Absence

Military Leave of Absence

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Military Leave of Absence

This manual provides information for employees going on Military Leave of Absence as it pertains to pay and benefits. Steps on how to complete the necessary P1s are found on page 14.

CHAPTER 1 – MILITARY LEAVE OF ABSENCE

Call to Active Duty Military Service

When a permanent or probationary employee receives orders calling him or her to military service, the employee must provide notice to the employer. This notice may be verbal or written, and it does not need to follow any particular format. Employers may send a memo to the employee's command to verify service dates. The employee should provide notice at least 30 days prior to departure when it is feasible to do so. If it is not feasible to provide at least a 30-day notice, the employee should provide notice as far in advance as is reasonable under the circumstances.

The employee may resign or may request to be placed on military leave for up to five years or longer in certain circumstances. Employees have return rights whether they resign or take military leave.

The effective date of the military leave or resignation from employment must be 30 workdays (or less, if some or all the paid military leave provided for by law has already been used for the calendar year) from the employee's last day at work. Place the employee in leave code 40, military leave with pay, to pay the 30 days of paid military leave or the balance of the 30 workdays. The employee may also elect to use accrued comp and/or vacation. After that, they will be placed on leave without pay unless they elect to resign from employment. However, employees may elect to use accrued vacation before going on military leave or leave without pay. **For military leaves exceeding 30 days, the employer should give the employee the Military Leave Checklist and the Military Leave of Absence Request form. The employee shall complete the Military Leave of Absence Request form and the employer shall retain this in the personnel file.**

Notifying Reed Group

State of Iowa employees on military leave in the Executive and Judicial Branches must notify Reed Group within two business days of the start of their absence. Reed Group can be notified through the online service portal, LeavePro, or by calling 844-507-6393 (toll-free). This number is answered between the hours of 8 a.m. and 8 p.m. Central Time, Monday through Friday, and employees can leave a message outside of these hours.

Employees Currently on Military Leave

Employees who are currently on military leave will become eligible for an additional 30 workdays of paid military leave at the start of each calendar year, per Iowa Code Section 29A.28.

A workday is defined as the employee's regularly scheduled hours worked in a day. If the employee is scheduled to work four hours per day, the employee will receive 30 four-hour days of military leave with pay. If the employee is scheduled to work 16 hours per day the employee will receive 30 16-hour days of military leave with pay. Sixteen hours per day is the maximum military leave with pay allowed each day.

Employees will begin to be paid for 30 workdays starting with the first scheduled workday on or after January 1 of each year, unless their normal schedule would have required them to work on January 1. These employees must be placed in leave code 40 (military leave with pay) in order to pay them for military leave. **Please make sure the employee's health, dental, and life codes are zeroed out of the payroll system before starting to be paid for the 30 workdays of military leave.** Return the employee to leave code 41 after all paid military leave is exhausted. If paid military leave is available, the employee may not use leave without pay in lieu of military leave.

If an employee is on military leave and in paid status on the regularly scheduled workday before a holiday and the regularly scheduled workday after a holiday (i.e., Martin Luther King Day), the holiday will not be counted as a military leave day, and the employee will receive the holiday pay in addition to the paid military leave.

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Further, if an employee is on military leave that spans calendar years, he or she is eligible for 30 workdays of paid military leave for each calendar year they remain on military leave.

An employee on military leave must be allowed, upon the employee's request, to use any accrued vacation and/or compensatory leave at any point during the military service. The employer cannot require the employee to use such leave. Such use of leave may impact the employee's group insurance benefits. See the "Insurance Benefits" section for more information.

Performance and Pay Increases

Employees on military leave (with or without pay) will automatically receive any applicable Across the Board (ATB) increases during the pay period in which the ATB is effective.

Merit increases (within grade) must be given on the employee's increase eligibility date and are based on performance. To be eligible for a within-grade increase, the employee must have a current performance evaluation on file with an overall rating of at least "meets expectations". Time spent on military leave shall be considered to "meet job expectations."

The supervisor of the employee on military leave is responsible for completing the Military Leave Performance/Increase form. This form takes the place of the performance evaluation when the employee's increase eligibility date falls during an extended military leave of absence, and is used to complete the performance evaluation screen in HRIS. An appointing authority will either default to "meets job expectations" or may rate the employee at "exceeds job expectations." The supervisor should still have the performance evaluation conversations when the military member returns to work.

SPOC-covered employees will automatically receive a within grade pay increase on their increase eligibility date, as long as the performance evaluation information in HRIS is up to date. The percentage amount of the increase shall be in accordance with the applicable contract.

Non-contract AFSCME and IUP-covered employees' performance evaluation information must be set to "meets expectations", and a personnel action (P1) will need to be manually written to give the employee the increase in the pay period in which they are eligible. The amount of the within-grade increase shall be determined by policies established by the appointing authority.

Leave Code 40 – Military Leave with Pay

Leave code 40 is used when an employee in the military is in training or deployed for a continuous period. The employee must be put in the Military Leave with Pay code to be paid for their 30 days of paid military leave at the beginning of each calendar year. If the employee is working and using military leave intermittently, they remain in code 00 - Active. When an employee is in leave code 40, regular base pay and other pays (except Catastrophic Pay) are allowed.

Leave Code 41 – Military Leave without Pay

Leave code 41 is used when an employee in the military is in training or deployed for a continuous period and is not working any regular hours or using any available balances. If the employee has been put in leave code 40 - Military Leave with Pay to be paid the 30 days of paid military leave at the beginning of the calendar year, you must wait to move them back to leave code 41 - Military Leave without Pay until after they have been paid for the full 30 days. If an employee is working, but has to take unpaid days due to exhausting the 30 paid military days, they remain in code 00 - Active. When an employee is in leave code 41, all other pays (except Catastrophic Pay) are allowed, regardless of the LOA date.

CHAPTER 2 – EMPLOYEE BENEFITS

Vacation, Holidays, Compensatory Time, and Sick Leave

Employees may elect to use or retain any vacation or compensatory leave that was accrued prior to the employee's military leave. An employee may supplement military leave with vacation or compensatory time. Employees are responsible to elect which type of leave they use by completing the Military Leave of Absence Request form. Vacation shall be charged on the employee's workday basis. If paid military leave is available, the employee may not use leave without pay in lieu of military leave.

Employees will not accrue vacation, sick leave, or holidays while on military leave. Employees will receive holiday pay for any holidays that occur during the first 30 workdays of paid military leave if the employee is in a paid status on both the last scheduled workday before and the first scheduled workday after the holiday. Employees who resign their position when entering active military service will be paid a lump sum of their accrued vacation on their final pay warrant.

Health, Dental, Life, and LTD Insurance Benefits

The employee entering active military service is eligible for military health and dental benefits thru the federal government. Employees receiving family health and dental insurance under the State's group plans may wish to continue that coverage for their dependents.

Coverage under the State's group plans will continue for the period of time the employee continues to receive uninterrupted military, compensatory or vacation pay. Once an employee's paid leave ends, and the employee begins leave without pay of more than 30 calendar days, the State share of the employee's health and dental insurance will end. In that case, the last month of State share eligibility will be the month in which the employee's paid leave is exhausted. Please zero out the health and dental insurance codes from the payroll system. Once the employee's eligibility for coverage under the State's group ends, coverage cannot be reinstated until the employee returns to employment.

The \$125 opt-out incentive payment will stop at the end of the month in which the employee's paid leave is exhausted. The opt-out incentive payment will resume the first of the month after the employee returns to work and is in paid status.

The employee may elect to continue coverage for their dependents through COBRA for a maximum of 24 months. The employee shall complete the Military Leave of Absence form to designate continuation or to waive coverage. The coverage will be at the employee's expense. Employees who choose to drop health and dental insurance coverage for dependents during the period of leave are eligible for reinstatement of coverage upon return to work with no waiting period.

TRI-CARE insurance benefits are also available to the employee's dependents. Information regarding these benefits must be obtained from the military. <http://www.triwest.com> or www.uhcmilitarywest.com. The telephone number is 1-844-866-9378.

The employee's Life and LTD insurance terminate the date the employee reports for active duty. Please zero out the life insurance codes from the payroll system effective the first of the month following the first day the employee reports to active duty. Military and Veterans' benefits would then apply. The employee is eligible for Life and LTD coverage upon return to work.

State of Iowa agency Human Resources personnel should notify the Department of Administrative Services (DAS) Group Benefits team of all employees on military leave with the employee's date of last paid leave used. DAS Group Benefits will notify the insurance carriers to stop coverage the first of the month following the date in which paid leave is exhausted. Human Resources personnel should **not** make any changes in Iowa Benefits to the employee's coverage. However, a note should be entered in Iowa Benefits stating the first day of military leave and anticipated return date.

When an employee returns from military leave, please notify DAS Group Benefits team with the date the

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employee returns. DAS Group Benefits team will notify the carriers to reinstate coverage. The employee may choose the effective date to either first of the month they return or the first of the month following their return. Please correct the insurance codes in the payroll system.

Flexible Spending Accounts

Employees on unpaid leave may elect to continue their health flexible spending account for the remainder of the calendar year. Employees may prepay their remaining contributions through payroll deduction before going on unpaid leave, or may pay their regular monthly amounts with post-tax dollars. Employees who elect to continue coverage may receive reimbursement for claims incurred for the remainder of the year. Employees who do not elect to continue coverage may receive reimbursement for claims through the end of the month in which they last contributed to their flexible spending account.

Employees with a dependent care flexible spending account may also prepay their contributions through payroll deduction before going on unpaid leave, but do not need to make post-tax contributions. Any available funds in the account may be used for eligible expenses incurred through the remainder of the year, regardless of whether a contribution is made during that month.

Deferred Compensation

Deferred compensation deductions to the Iowa Retirement Investors' Club (RIC) will continue while the employee is on paid leave, unless the employee submits a form to stop the deduction. Employees may submit a form to stop or start deductions at any time.

Employees on unpaid leave will not be able to contribute to RIC. The State's matching contribution is not provided during periods of unpaid leave.

Upon return, an employee may request to repay missing contributions and receive the State's matching contribution, subject to the requirements of USERRA. Employees wishing to exercise this right must contact their Human Resources Associate or RIC staff in a timely manner.

Other Payroll Deductions

All voluntary deductions such as credit union and One Gift cease during the period of leave without pay. Deductions will begin during periods of paid leave.

Employees who have credit union obligations must make arrangements for payment with their credit union.

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CHAPTER 3 – RETURN TO WORK

The employee must exercise their return rights as follows:

- If the military service is less than 31 days, the employee must report to the employer for reemployment at the beginning of the first full regularly scheduled work period on the first full calendar day following completion of service and the expiration of eight hours after a period allowing for safe transportation from the place of that service to the employee's residence.
- If the period of service was for 31 days or more, but less than 181 days, the employee must submit a written or verbal application for reemployment with the employer no later than 14 days after completing service.
- For service over 180 days, the employee must submit a written or verbal application for reemployment with the employer no later than 90 days after completion of the service.
- Use the discharge date on the DD-214 to determine when military service ended. A military member's return from a deployment does not necessarily mean that they have been discharged from military service.
- These time period restrictions shall be extended by up to two years if an employee is hospitalized or convalescing from an injury caused by active duty. The two-year period will be extended by the minimum time required to accommodate the circumstances beyond the individual's control that make reporting with the time limits impossible or unreasonable.
- Other circumstances, not stated above, may extend the time period. This will be reviewed on a case-by-case basis.
- Employees who are discharged from the military under other than honorable service do not have return rights.

Employees who return from military service, currently an active employee on military leave, within the specified time frame are entitled to:

- Restoration of their previous adjusted employment date for vacation accrual purposes.
- Restoration of previous seniority date.
- Restoration of sick leave and vacation balance accruals at the time of induction or call to active duty.
- All pay adjustments and pay increases for which the employee would have been entitled had they not entered the military service. In other words, no adjustment will be made to the employee's pay increase eligibility date for the period of military service.

Employees who return from military service, who had previously resigned for reason of military service, within the specified time frame are entitled to:

- Restoration of their previous adjusted employment date for vacation accrual purposes.
- Restoration of previous seniority date.
- All pay adjustments and pay increases for which the employee would have been entitled had they not entered the military service. In other words, no adjustment will be made to the employee's pay increase eligibility date for the period of military service.

Rules may apply if you return to the same agency and same pay grade. However, if you make application to a different agency and/or a different job class than what you resigned from, these rules may not apply.

Employees will be returned to work in accordance with USERRA guidelines. If you need assistance when returning an employee to work, please consult with your Personnel Officer.

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CHAPTER 4 – MILITARY PAY DIFFERENTIAL

The 2003 General Assembly passed legislation appropriating funds to pay a military pay differential and/or health insurance retention program to State employees called to extended active duty and on active duty as of March 19, 2003, or after. That legislation (Senate File 458, Section 21) was signed by then Governor Vilsack on May 31, 2003. The administration of the funds and the process is the responsibility of the Iowa Department of Administrative Services, State Accounting Enterprise, and Centralized Payroll. Funds are still available for payment to eligible employees.

While the process and required documentation has not changed, the information is repeated here for ease of reference. The overriding intent of these policies has been, and continues to be, making sure a State employee is made financially whole when mobilized for an extended period of time.

Eligible Employees

Any employee of the State of Iowa on the DAS-SAE Centralized Payroll system or the Department of Transportation payroll system classified in such a manner as to work a regularly scheduled work week is potentially eligible. Eligible members are members of the Iowa National Guard or any of the organized reserve components with a valid mobilization order. Employees are eligible regardless of funding source of their employment.

Period of Eligibility

Full time employees who were mobilized for extended active duty before March 19, 2003, and were still mobilized on that date, or who were ordered to extended federal duty after that date, normally under the provisions of title 10 USC Section 12302 (authorization for an extended mobilization period), for periods of one year or more are eligible, regardless of eventual duty location or the military operations. Individuals mobilized for periods of less than one year of federal service (normally special operations or medical personnel) will be considered for eligibility on a case-by-case basis. Members ordered to active duty for the performance of regularly scheduled Annual Training (AT) or incidentals Active Duty for Training (ADT) are not eligible.

Calculating Military Pay Differential

The calculation of the military pay differential will consider all pay and allowances received by the service member and compare those payments to the pay the individual would have received as their regular rate of pay (i.e. scheduled hours, shift differential, special pays) had they been on the State payroll during the comparable period. Since military pay and allowances are calculated on a 30-day month, the military pay and allowances received by the employee will be converted to a daily rate and the daily rate will be multiplied by 14 to compare to the biweekly state rate.

The pay differential comparison will consider pay and allowances paid in each pay period. That is, retroactive military pay will be considered in the pay period paid and not applied to past calculations with the intent to reduce previous pay differential calculations.

Members utilizing the military leave provisions specified in Iowa Code, Chapter 29A.28 are not further eligible for the pay differential calculation for the same days.

Vacation usage charged to an employee and paid as accrued leave after the effective date of the mobilization order will have no effect on the pay differential calculation. That is, the fact of vacation election usage and the resulting pay does not alter the pay differential calculation process.

The calculation of the pay differential will consider the changes in salary that the employee would have gotten had they maintained continuous state employment (i.e., across-the-board increases and step increases if eligible for automatic step increases). The calculation will consider military promotions, longevity increases, or salary and allowance increases on a “when paid” basis.

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The differential calculation will not consider that certain mobilized employees will have some or all pay tax exempt because of their duty location.

The calculated pay differential reimbursement to the departments will include funds sufficient to pay the mobilized employee the differential and the state share contributions of retirement, FICA, and deferred compensation match for the differential payment. The deferred compensation match will be paid only if the employee had the benefit when mobilized and only for the pay periods in which the pay differential is paid. DAS-SAE will adjust the IPERS payments to reflect the quarter in which earned. This may result in additional IPERS covered quarters for employees receiving the pay differential.

Calculation of Health Retention Program Payments

Mobilized employees or their families are eligible for a monthly payment not to exceed the amount provided as the “state share” for employee health, dental coverage, and long-term disability. The reimbursement amount will be the out-of-pocket costs spent to retain or obtain health, dental, and long-term disability insurance coverages similar to that carried by the service member as a State employee in an amount in excess of the employee share of the premium, not to exceed the monthly state share contribution at the time of mobilization, and allowing for any subsequent increase in the state share. Payments made under this section of the bill will be considered reimbursements and will not be processed through the payroll system since such reimbursements are not taxable income.

Payment and Reimbursement Procedures

To assure uniform and consistent treatment of mobilized State employees in the variety of situations outlined above across the enterprise, this program and the required reporting to the Legislative Fiscal Committee will be centralized in the Department of Administrative Services. Departments with mobilized employees meeting the criteria of this bill will have the responsibilities to:

- Identify eligible individuals, and provide information concerning the benefits applicable to them.
- Forward a copy of the mobilization order to DAS-SAE, Centralized Payroll, when a claim is being submitted by the employee.
- Obtain and forward copies of all Department of Defense Leave and Earnings Statements (LES) received by the service member for the period covered by that service member’s military leave. (The LES is normally printed twice a month and covers pay periods from 1-15 and 16-30). These and other LES statements for unusual payments should also be obtained and forwarded to DAS-SAE, Centralized Payroll.
- Identify members or the families of mobilized employees who have made out-of-pocket payments for the continuation of medical and dental coverage where the cost exceeds the employee monthly premium deduction at the time of mobilization.
- Obtain evidence of premium payments outlined above and forward to DAS-SAE, Centralized Payroll.
- Obtain a copy of the demobilization order when the employee returns and forward it to DAS-SAE - Centralized Payroll.

DAS-SAE - Centralized Payroll has the following responsibilities:

- Implement and maintain procedures implementing the intent of the bill.
- Create and maintain the calculation methodology to assure the calculation of the pay differential is consistent in application across the enterprise.
- Receive mobilization order and pay documents, determine eligibility for the military pay differential, calculate the pay differential upon receipt of the service members’ documentation, and notify departments of the amount to be reimbursed through HRIS/Payroll.
- Create the accounting document to distribute pay differential dollars and appropriate state share amounts to the employees’ departments.

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- Create the Personnel Action (P1) necessary to pay the differential to the employee.

It is important to note that there is no deadline for submission of claims for Military Pay Differential. Some employees wait until they have several LES's and then submit them. Some submit the claims when they return from active duty, and the pay differential is calculated and paid retroactive to the date they became eligible.

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CHAPTER 5 – IPERS

Military service can affect the amount of employees' retirement, death, and disability benefits under IPERS. The number of service credits an employee has in IPERS-covered employment affects the employee's retirement benefit amount. Employees can receive free service credit or purchase service credits for active duty service. Employees can also make up contributions. Address questions about IPERS retirement benefits to IPERS at (515) 281-0020 or 1-800-622-3849. For more information, go to www.ipers.org.

Free Military Service Credit

If an employee is called to active military duty from an IPERS-covered position, and the employee returns to any IPERS-covered position in Iowa within twelve months after the military leave ends, free IPERS service credit can be granted for the period of military service. To be eligible for free service credit, the employee must meet both of the following conditions:

- Be working in covered employment immediately before entering the Armed Forces.
- Return to IPERS-covered employment within one year after discharge. *

If the employee does not return to IPERS-covered employment within one year after being released from active duty, the employee can still add service credits by purchasing service credit for the period of military service.

**If the employee is unable to return to IPERS-covered employment because of an active duty injury or disease sustained in a combat zone, hazardous duty area, or during a contingency operation that result in death, free service credit will be granted for the period of military leave. The employee's IPERS account will be credited with this free service credit if the date of death is within two years after the injury or disease was first sustained.*

Deemed Wages

If an employee qualifies for free service credit, the employee's IPERS account will also be credited with the wages that would have been earned if active duty service had not been undertaken. These deemed wages may be considered in determining the employee's highest average salary.

Making up Contributions

If an employee leaves from and returns to IPERS-covered employment, the employee may, but is not required to, make up the contributions that would have been paid to IPERS while the employee was on active duty. Making up contributions may help employees who want:

- A refund.
- To maximize death benefits.

If an employee decides to make up the IPERS contributions, the employee's IPERS-covered employer must take a pretax deduction from the employee's paycheck and send it to IPERS. The employer also must pay IPERS the employer's share.

An employee has up to three times the period of his or her military service (not to exceed five years) from the date of reemployment to apply for and make payment to IPERS. (For example, if the military service was 12 months, the employee has 36 months to apply and make up the contributions.) Also, the employee must sign an agreement that the required contributions will be made within the required period. After the agreement is signed, it cannot be revoked.

Encourage employees to contact IPERS to help determine what is best. The "Application for Free Military Credit" and the "Application for Military Leave Contributions" are available on the IPERS website. The forms for State employees are to be submitted to DAS-SAE, Centralized Payroll (Cassie Kibling) for completion and

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submission to IPERS. A copy of the employee's DD-214 form showing active duty begin/end dates should be provided with the application. SAE will return copies of the completed form to the department's Personnel/Payroll Assistant for the employee's personnel file.

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CHAPTER 6 – HRIS PROCEDURES

Supervisors should only put an employee on military leave if they will be gone for more than one pay period. Do not put an employee on leave if they are just out for weekend duty or Annual Training. An employee on Military Leave does not have to use vacation or comp time, but may elect to do so if balances permit. Employees on weekend duty or Annual training should remain in 00 Active code until all 30 military leave with pay days are paid.

Departments on Time sheets

Whether an employee is on military leave with pay or without pay, a time sheet should be completed each pay period for the employee. Each day they are on military leave with pay should be coded with time type 270 Military leave with pay. When they are on military LWOP, those days should be coded with time type 841 Military leave without pay. The time sheet should not be deleted when they are on military LWOP for the entire pay period.

Departments on PAYN

Whether an employee is on military leave with pay or without pay, those hours should be entered in PAYN in either the military hours paid field for military hours not paid field. Please refer to the PAYN manual located on the Centralized payroll website for examples.

Instructions for putting an employee on military leave

- When you are putting an employee on military leave for the first time (meaning the employee is not currently in a leave code), write a 501 Leave of Absence P1 type.
- Last Work Day field: Enter the last day the employee was physically at work.
- Leave Reason field: Code 41 Military Leave without pay should be used when an employee is going on military leave for an extended period of time. *Do not move the employee to this code until the 30 days (or what remains) of annual paid military leave is exhausted, and any vacation and/or comp time requested is used.*
- Leave of Absence (LOA) Date field: Enter the first day the employee was on leave without pay.
- LOA Return Date field: Enter the date the employee is scheduled to return to work. If you are unsure of the employee's return date, enter an approximate return date. The return date cannot be in the current pay period.
- You must key a time sheet for the employee each pay period they are on leave, coding each day as military leave without pay (time type 841). Do not cancel the time sheet.
- Departments on PAYN should also record all military leave without pay in the military hours not paid bucket.

Example:

An employee went on active duty 06/23/20XX and will return from duty 05/10/20XX. The employee has 17 days of annual military leave remaining to be paid and is not electing to use any vacation or comp time. He will remain in code 00 - Active until the 07/04/20XX pay period, at which time he or she should be moved to code 41 - Military Leave Without Pay. This is because the last day of annual military leave will be 07/15/20XX.

SUN	MON	TUES	WED	THU	FRI	SAT	Last day physically at work Paid military leave day (17) First day of military leave without pay
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	

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The following dates should be entered on the 501 Leave of Absence P1:

- Last Work Day: 06/20/20XX
- Leave Reason: 41 Military Leave without Pay
- LOA Date: 07/16/20XX
 - This should be the day after the employee runs out of annual military leave or stopped using vacation/comp time. **It must be in the current pay period for the employee to be paid hours on the timesheet.**
- LOA Return Date: 05/10/20XX

LAST WORK DAY	06/20/2014
LEAVE REASON*	41 MILITARY LEAVE WITHOUT PA
LOA DATE	07/16/2014
LOA RETURN DATE	05/10/2019

- Code 40 - Military Leave with Pay should be used to pay the 30 days of paid military leave at the beginning of each calendar year, **OR** when an employee initially goes on leave.
- Code 41 - Military Leave Without Pay should be used for an employee who is in military training or deployed for a continuous period of time after exhausting 30 days of military pay or what remains of annual leave if elected to use.
- Since the employee in the example above will still be on active duty as of 01/01/20XX, they must be moved to code 40 - Military Leave With Pay in the pay period including January 1 in order to be paid the 30 days of annual military leave starting on 01/02/20XX.
- Once the 30 days of annual military leave have been paid the employee should be moved back to code 41 - Military Leave Without Pay.

Instructions for paying the 30 days of paid military leave

- If an employee is still on active duty (or some other military leave without pay) in the pay period including January 1, they must be moved to the military leave with pay code in order to be paid the 30 days of paid military leave.
- Write a 502 Leave Code Correction P1 type. Do not use the 520 Return from Leave P1 – this P1 type is only used when the employee is physically returning to work.
- Change the Leave Reason to code **40 - Military Leave with Pay**.

LAST WORK DAY	
LEAVE REASON*	40 MILITARY LEAVE WITH PAY
LOA DATE	
LOA RETURN DATE	

After the 30 days of military leave have been paid:

- Write another 502 Leave Code Correction P1 type to change the employee's Leave Reason back to code 41 - Military Leave without Pay.

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Instructions for returning an employee to work

- In the pay period an employee returns back to work, write a 520 Return from Leave P1 type and change the Leave Reason to code 56 - Return from Leave
 - Enter the date the employee actually returned back to work in the “LOA Return Date” field.
 - Do not make any changes to the dates on page 5 of the P1

LAST WORK DAY	/	/
LEAVE REASON*	56	RETURN FROM LEAVE
LOA DATE	/	/
LOA RETURN DATE	05/13/2019	

F R O M	----	----	D E S C	----	----	T O	----
/	/		DEPT SERVICE	/	/		
11/29/2007			DATE OF EMP.	/	/		
11/29/2007			SENIORITY DATE	/	/		
11/29/2007			VACATION ANNIV.	/	/		

Instructions for giving an employee a within-grade merit increase

- An employee on military leave does not need to be returned from leave to receive a within-grade merit increase.
- For the employee to be eligible to receive an increase, the “PE” screen of Employee Information must have current performance evaluation information. To be current, the “Performance End” date must be within 12 months of the pay period the employee is eligible for the increase.
- The performance evaluation screen should be completed based on information obtained from the Military Leave Performance/Increase form. Time spent on military leave shall be considered to “meet job expectations.”
- For employees covered by the SPOC collective bargaining agreements, the system will automatically process an increase P1 for the employee during the first system update (typically the Monday after pay day) of the pay period corresponding to their increase eligibility date. The increase percentage will be in accordance with the contract and based on the performance evaluation information in the system at the time the P1 is written.
- For non-contract, IUP and AFSCME employees, write a 620 Merit Increase P1 and enter the new biweekly salary for the percentage indicated on the Military Leave Performance/Increase form.

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+----- KEY INFORMATION -----+	
LAST NAME: EXAMPLE	
FIRST NAME: JOHN	A
SOCIAL SECURITY: 000-00-0000	
EMPLOYEE NUMBER: 12345	
+-----+	
*PERFORMANCE RATING ...: ME	
MEETS EXPECTATIONS	
PERFORMANCE START ...: 12/01/2017	
PERFORMANCE END: 11/30/2018	
EVALUATION DATE: 12/14/2018	

D3325065 ACT: _		REPORT OF PERSONNEL ACTION (P-1)		----- P-1 TYPE -----	
PRINTER:		EXAMPLE, JOHN A.		620 MERIT INCREASE	
-- P-1 STATUS --	P-1 NUMBER	0000000		----- APPROVED BY -----	
NEEDS PROCESSING	EFFECTIVE DATE	01/25/2019		PA DEPT COMP PROC	
OPTIONAL REMARKS* INITIATED BY		252-101109		YES YES YES NO	
REMARKS:					
P160005I USE ACTION "R" TO VIEW ADDITIONAL REMARKS ABOUT THIS P-1					
----- F R O M ----- D E S C ----- T O ----- PAGE 1 OF 1					
SECURITY	247-401474	COST CENTER	-		
247-A65-1474-86406-032	23	POSITION NUMBER	247-A65-1474-86406-032		
		PAY GRADE			
CORR OFFICER		CLASS TITLE			
25.03 / HR	2,002.40	BASE SALARY	2,042.40	25.53 / HR	
	00	BASE STEP	00		
	01/25/2019	STEP INCR. DATE	01/24/2020		
		PERCENT INC.	2.00		
	006N	BARGAINING UNIT	006N		
BI-WEEKLY	03	MODE OF PAY*	03	BI-WEEKLY	

Military Leave of Absence

POINTS OF CONTACT

Military Leave Administration:

Your agency assigned DAS Personnel Officer

Military Leave of Absence Manual:

DAS-HRE, Military Leave Program Mgr., Krissy Estabrooks, 515-281-6207

P1 Documents:

DAS-HRE, Pre Audit, Elise Mullen, 515- 281-6889

Insurance updates:

DAS-HRE, Iowa Benefits Coordinator, Kelley Hall, 515- 281-8989

IPERS Free Credit Payroll:

DAS-SAE Centralized Payroll, Cassie Kibling, 515- 281-3130

Military Pay Differential:

DAS-SAE Centralized Payroll, Wendy Noce, 515- 281-3976

Free Military Service Credit:

IPERS 515- 281-0020 or 800-622-3849