



SUBJECT: Military Services Leave Notice Requirement and Processing	PAGE <u> 1 </u> OF <u> 3 </u> .
	NUMBER: 36-LEV-04
RULE/CODE REFERENCE:	SUPERSEDES: 36-LEV-04 dated 01/02/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: October 28, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth a policy and procedure governing employees who are absent from employment by reason of military service.

III. APPLICABILITY

This policy applies to all employees who are absent from a position of employment by reason of service in the military under competent authority, including active duty, active duty for training, initial active duty for training, inactive duty, training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. This policy is also applicable to institution personnel office staff and Operation Support Center Bureau of Personnel staff.

IV. DEFINITIONS

None

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to approve reasonable requests for leave to serve in the military service in a manner that most effectively balances the needs of the employee and the needs of the workplace.

VI. PROCEDURES**A. Employee Responsibilities**

1. Any employee who is to be absent from a position of employment by reason of service in the military shall provide advance notice and proper documentation to their immediate supervisor, at least thirty (30) calendar days prior to the commencement of the service unless such notice is not required by military necessity or under all of the relevant circumstances the giving of such notice is otherwise impossible or unreasonable. While written notice is preferred, verbal notice shall still be given as soon as feasibly possible. A determination of military necessity shall be made pursuant to regulations prescribed by the Secretary of Defense.
2. When feasible, the employee shall submit a completed "Military Leave Packet" to their personnel office at least fifteen (15) days prior to the commencement of military service. The packet may be obtained from the personnel office or the on-line employee handbook located on the DRC intranet site.
3. The employee shall submit a Military Leave Reinstatement Request Form (DRC1413) to his/her personnel office upon his/her return to work.

B. Personnel Office Responsibilities

1. Military leave shall be processed at the local level by the off work coordinator.
2. When notified an employee will be off on military leave, the personnel office shall supply the employee with a military leave packet.
3. The completed military leave packet shall be reviewed by the off work coordinator for completeness and accuracy. If incomplete or forms are not completed accurately, the off work coordinator shall contact the employee and assist him/her with the necessary corrections.
4. The off work coordinator shall forward the Military Peer Support Information Sheet (DRC1411) to the critical incident stress management (CISM)/military peer support program administrator within twenty-four (24) hours of receipt.
5. The personnel office shall forward a copy of the Military Leave Request Form and a copy of the employee's military orders to the OSC Bureau of Personnel Benefits Unit within twenty-four (24) hours of receipt.
6. Upon receipt of the Military Leave Reinstatement Request Form (DRC1413), the off work coordinator shall forward a copy to the CISM/military peer support program administrator and to the OSC Benefits Unit within twenty-four (24) hours of receipt.
7. The off work coordinator shall be responsible for processing the employee's military leave each pay period.

8. In the event a position becomes available and is posted while he/she is on military leave, the employee is permitted to apply for the position and applications shall be processed in accordance with the policy. In the event the employee is scheduled for an interview, DRC shall take reasonable steps to conduct an interview with the employee via alternate means such as, but not limited to: telephone, jabber, internet/software programs, etc.

C. Bureau of Personnel Benefits Coordinator Responsibilities

1. Upon receipt of military leave paperwork, the benefits coordinator shall process the military leave utilizing the “Military Leave of Absence Benefit Checklist”.
2. The benefits coordinator shall waive or retain health insurance as directed by the employee on the “Health Care Options and Contact Information for Employees Going on Military Leave Form”.
3. If the employee wishes to retain insurance and pay premiums via direct payment, the benefits coordinator shall prepare a military leave direct payment notification letter and direct payment forms for the first three (3) months direct payments and mail those documents to the employee.
4. The benefits coordinator shall monitor missed insurance premiums and process direct payments each pay period until the employee returns to work.
5. Upon the employee’s return to work, the benefits coordinator shall either retain current level of health insurance or re-enroll the employee in health insurance (if the employee waived health insurance at the start of military leave) as directed by the employee on the Military Leave Reinstatement Request Form (DRC1413).
6. The benefits coordinator shall notify the employee of premiums not deducted or paid via direct payment during the military leave and initiate a repayment plan with the employee.
7. The benefits coordinator shall monitor the employee’s pay each pay period until all outstanding premiums are paid in full.

Related Department Forms

Military Peer Support Information Sheet	DRC1411
Military Leave Reinstatement Request Form	DRC1413