

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 3.00

Employment Practices

SUBJECT: 3.33

Military Leave of Absence

SUPERSEDES:

NEW EFFECTIVE DATE: May 20, 2005

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APPROVED BY CITY MANAGER:

I. Purpose

These guidelines shall be used to implement Resolution No. 8223, A Resolution of the City Council of the City of Pasadena, Authorizing Payment of Salary Differentials and Benefits to City Employees Who Are Involuntarily Called to Active Military Duty.

By Executive Order on September 14, 2001, the President of the United States ordered a Partial Mobilization under Title 10, Section 12302 of the United States Code, ordering reservists to active duty for a period not to exceed 24 months.

Existing State law provides for one month of full pay and benefits for reservists who are involuntarily ordered to active duty. On March 24, 2003, the City Council adopted Resolution No. 8223, providing for salary supplements and the continuation of benefits, including health insurance contributions, to City employees who are members of the Armed Forces Reserves or the California National Guard Reserves, and who are involuntarily ordered to active duty in the War on Terrorism, for a period not to exceed 23 months following the one month already provided by State law.

II. Requirements for Compensation

- 1. Upon receiving notification that he or she is being called to active duty in the War on Terrorism, the employee shall notify his or her department management immediately, and shall provide a copy of the orders to both his or her department management, and to the Payroll Section of the Finance Department, as soon as possible. The employee's department shall process a Personnel Action Form placing the employee on Military Leave effective the first date of active duty.
- 2. Military Pay is calculated as the amount between the employee's military pay, including all allowances, and the employee's regular City salary.
 - a. The Military Pay provisions are implemented by continuing the payment of the employee's regular City salary, and requiring the reimbursement to the City all pay, including all allowances, received from the military for the period of active service.
 - b. By using this methodology, the employee's benefits accrual and PERS service credit are not impacted by the leave of absence for active military duty.

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- 3. An employee who has received orders to active duty is required to enroll in direct deposit for his or her City payroll checks prior to the military leave of absence. Failure to enroll in direct deposit is very likely to result in the inability of the employee's spouse or other family member to access the employee's pay checks. The City cannot issue a paper check to any person other than the employee to whom it is issued. Through direct deposit to a joint checking account, for example, the employee's spouse or other family member will have access to these funds without interruption.
- 4. An employee on active military duty who is receiving Military Pay from the City shall submit to the Department of Finance copies of his or her military Leave and Earnings Statements for the full period of active duty. Such copies may be submitted as they are issued, if practical, or may be submitted all at once upon the employee's return from active duty.
- 5. An employee who received Military Pay under this policy shall reimburse to the City all of his or her earnings, including all allowances, from the military. Such reimbursement may be made periodically during the employee's active duty or may be made upon his or her return. Full reimbursement shall be made to the City within 30 calendar days of the employee's discharge from active duty. Reimbursement payments shall be submitted to the City's Department of Finance.
- 6. Upon receipt of full reimbursement, the Department of Finance shall undertake a final accounting of Military Pay paid to the employee and reimbursements to the City. A copy of such accounting shall be provided to the employee.
- 7. Failure to comply with the requirements of this Section may result in disqualification for Military Pay during a military leave of absence.