

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 311.2
	Subject/Title: Military Leave	Issue date: April 24, 2018	
		Effective Date: May 21, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) Current Collective Bargaining Agreements		Rescinds: 311.1	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) to provide guidelines concerning the Department's and employee's rights and responsibilities when the employee performs duties as part of the Uniformed Services of the United States.

II. POLICY

- A. It is the policy of the East Haven Police Department to be committed to supporting employees in the Uniformed Services.
- B. In accordance with Federal and State law, it is the Department's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform services for any of the Uniformed Services. Specifically, no person will be denied employment, reemployment, reinstatement, promotion, or any other benefit on the basis of such membership.
- C. Employees who are members of the Uniformed Services, which include members of the Military Reserves and National Guard, are guaranteed certain civilian job protections.

III. DEFINITIONS

- A. **Uniformed Services:** Includes the Armed Forces, the Army National Guard, and the Air National Guard, when engaged in active duty for training, inactive duty for training, or full-time National Guard duty.

IV. GENERAL GUIDELINES AND CONSIDERATIONS

- A. Separation from military service was not under any circumstances other than honorable conditions.
- B. No employee will experience a break in seniority during the duration of any call to military service.

V. PROCEDURES

A. Point of Contact

- 1. Employees of the Department shall be assigned a Point of Contact (POC) who will act as a liaison between the Department and the employee.
- 2. The designated POC shall be the Head of the respective Division that the employee is assigned to.
- 3. The Town of East Haven Human Resources also has a point of contact that the employee may contact any time regarding their benefits and assistance with personnel support services.

B. Pre-Military Leave/Deployment

- 1. An employee who has received written or verbal military orders shall notify their direct supervisor as soon as such orders have been received. The supervisor shall forward the military orders to the POC. The POC will notify the Chief of Police.
 - a. The employee shall submit in writing to his/her supervisor any orders that are provided to them verbally from the military.
- 2. No advance notice is required if such notice is precluded by military necessity or under circumstances in which the giving of such notice is otherwise impossible or unreasonable.
- 3. The supervisor that was notified by the employee of their military orders shall indicate such dates the employee will be absent on the employee's schedule. The code used for this purpose will be "Military Leave".
- 4. Due to the quarterly bid shift process, it is the responsibility of the employee to notify his/her direct supervisor of any military leave at the beginning of that bid cycle unless deployed and unable to do so.
- 5. The POC shall coordinate and document a Military Exit Interview with the Chief of Police or his/her designee.
 - a. The Military Exit Interview shall be conducted for employees who will be absent for military leave for more than ninety (90) days, and topics of discussion may include:
 - 1) An estimated length of time of military leave/deployment, if known.
 - 2) A family point of contact if desired by the employee.

- 3) The assigned military point of contact for the employee.
 - 4) Any other requests, special concerns or considerations.
6. During the military leave/deployment of an employee, the POC shall be responsible for maintaining contact with the employee and the employee's military point of contact. The employee is responsible for providing the POC a return date as soon as practical if a return date has not been previously established.

C. Department Property

1. Employees who will be absent for military leave/deployment out of state, for more than thirty (30) days, will return all Department-issued equipment to their direct supervisor no less than twenty-four (24) hours before the start of the military leave.

D. Post-Military Leave/Deployment

1. Once an employee has notified the POC of a return date, the POC shall:
 - a. Notify the Chief of Police.
 - b. Coordinate and document a Military Return Interview with the Chief of Police or his/her designee, which may include a discussion on the employee's preparedness to return to duty.
 - c. Notify the Training Officer to determine what training may be needed.
2. The Training Officer will be responsible for evaluating the training needs of the employee and for providing the employee with reintegration training. Reintegration training shall include, but is not limited to the following:
 - a. Department and Legal Updates.
 - b. Firearms qualifications, if applicable.
 - c. A documented refresher course with a Field Training Officer (FTO), if needed.
 - 1) The refresher course will be a two-week (2) course that will concentrate primarily on field operations, and the FTO will update the Training Officer on the progress of the employee during the course.
3. After completion of the reintegration training, the employee shall be returned to full duty status, and department-issued equipment shall be returned to the employee, if applicable.
4. Scheduling
 - a. Service of 1-30 days: The beginning of the first regularly scheduled work period on the first full day following completion of service and expiration of an eight-hour (8) rest period following safe transportation home.

- b. Service 31-180 days: Application for reinstatement must be submitted no later than fourteen (14) days after completion of military duty.
- c. Service of 181 days or more: Application for reinstatement must be submitted no later than ninety (90) days after completion of military duty.
- d. Time periods are extended if the employee is hospitalized or convalescing from an illness or injury incurred or aggravated during service.
- e. Separation from military service was not under any circumstance other than honorable conditions.
- f. An employee who fails to report pursuant to the above requirements will be treated as absent without leave (AWOL) and subject to the Department's disciplinary process.

E. Additional Information

- 1. Information provided in this directive is intended only to provide a summary of some of the benefits and requirements to employees on military leave. It is not intended to provide full descriptions of all applicable laws, benefit plans or programs, terms of eligibility, or plan restrictions.
- 2. All employees of the Department are encouraged to reference their Collective Bargaining Agreements as that will supersede any restrictions, benefits, or regulations set forth in this policy.
- 3. Further information can be found under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).