

Extended Military Leave

1129.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and describe the department's responsibility to members who are called to active duty for one hundred eighty (180) consecutive days or more and the designation of the University of Maryland, Baltimore Police Department (UMBPD) Military Liaison Officer.

1129.2 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 Department (UMBPD) 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.

1129.3 PRE-DEPLOYMENT

1129.3.1 RECEIPT OF ORDERS

- (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 to him/her. A copy of his/her military orders shall also be forwarded to the Education and Training Lieutenant.
 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 Department Payroll representative;
 6. Coordinate with the designated UMBPD 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 a spouse or family members are updated and on the department emergency contact form and in the UMB Portal.

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7. Meet with the Bureau Commander or authorized designee for an exit interview to ensure all aspects of the pre-deployment separation process have been completed.

1129.3.2 COMMANDER RESPONSIBILITIES

The employee's Commander or designee will:

- (a) Place the employee on special assignment for at least three working days before the deployment to begin the temporary separation process;
- (b) Forward a copy of the employee's military orders to the UMB HRS;
- (c) Ensure that notification to district and circuit courts on the employee's unavailability has been completed;
- (d) Ensure that the employee's Timesheet will be completed and submitted bi-weekly; and
- (e) Ensure that any mail received for the employee is forwarded to the residence on record during deployment.
- (f) Maintain communication with the deployed member at least every sixty (60) days during the deployment period.

1129.3.3 MILITARY LIAISON OFFICER RESPONSIBILITIES

The member's respective Lieutenant will serve as the Military Liaison Officer, designated as the department's point of contact, and will ensure that:

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

1129.4 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 Department.
 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 than 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;

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- (b) Contact their commander to establish or estimate a date they will return to duty with the UMBPD;
 - (c) Schedule an appointment with the UMBPD Military Liaison Officer to initiate the reintegration process; the Military Liaison Officer or designee will conduct an in-processing interview.
 - (d) The department will take steps to ensure that returning employees are fit for duty and appropriately reintegrated. The department 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 reintegration 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.

1129.5 MILITARY LIAISON OFFICER

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

1129.6 WRITTEN DIRECTIVE SYSTEM IMPACT

Upon approval and publication, this edition of WD 4.5 supersedes all previous editions.