



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

05-13-11

EFFECTIVE DATE

05-13-11

NO.

732-7

SUBJECT

Policy Series 700: Administration of Leave
732 - Military Leave

AMENDS

REFERENCE

PPBM: Re-employment of Department Employees; Separation, Compensation, and Clearance Procedures; Leave without Pay Title 38, Chapter 43 of the United States Code Title 5, Section 6323(a)(3) of the United States Code Revised Missouri Statute 105.270

RESCINDS

PPBM: 732-6

***I. INTRODUCTION**

The department provides all personnel paid and/or unpaid leave for the purpose of military service and training (voluntary and involuntary) and protects a member's seniority, status, benefits, and pay while on military leave.

II. POLICY

- A. All employees who are members (either on active or inactive status) of the National Guard or any reserve component of the Armed Forces of the United States, including members of the Individual Ready Reserve (I.R.R.), upon receiving orders from the federal government for active duty or training, are entitled to a leave of absence without loss of status or benefits.
- B. These employees are entitled to paid leave for all periods of military service during which they are engaged in the performance of duty or training for a period not to exceed fifteen (15) regularly scheduled workdays (120 hours) in any federal fiscal year (October 1 to September 30). The fifteen military leave days do not have to be taken consecutively.
- *C. A member who is on active military duty extending into the new federal fiscal year shall be placed on paid military leave for fifteen days (120 hours) effective October 1 and then returned to another paid or unpaid leave status. Leave without pay will be granted if more leave time is required to meet any military requirements.
- D. One day of military leave is recognized by Congress as an 8-hour workday. Therefore, a full-time employee will accrue 120 hours (15 days X 8 hours) of military leave in a fiscal year.
- E. All regular days off or holidays which occur within any time scheduled for military leave shall not be included in the fifteen military leave day (120 hours) total. If a holiday falls within that time frame, the employee will not receive holiday pay. Any regular days off or holidays which occur during any military leave will not be rescheduled.

- F. Military leave may be requested in hourly increments. The employee may request vacation leave, extra days, personal leave days, and/or compensatory time to fulfill additional obligations. Regular days will also be used with any additional paid leave.
- G. All employees who are members of the National Guard of any state and are called to duty by the Governor of that respective state shall continue to receive full pay and benefits until the military service is completed. Employees will be placed on Paid Leave (EX) days instead of Military Leave (ML) days and are not affected by the fifteen-day (120 hour) provision of military leave.
- H. Anniversary date and salary changes, which would be made if the employee was actually working, will still occur.
- I. All military leave will count as continuous service time for promotional eligibility and vacation leave computation. If the employee did not complete the probationary period before the leave began, continuous service time will not be credited until the probationary period has been completed.
- J. Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), a retirement system member who leaves for military service and returns to the department after such service will have rights to purchase service credits for the member's time in the military, if certain requirements are met. The employee must contact the Kansas City Police Employees' Retirement System to determine cost and payment terms.
- K. Sick leave will not be earned during any unpaid military leave.
- *L. Employees returning from military leave will receive vacation leave for the year prior to their return to duty. The vacation leave will only be for time the employee would have earned during the prior calendar year and shall be a maximum 12-month accumulation. Earned vacation leave must be used during the calendar year in which the employee returns and cannot be carried over to the next calendar year. The vacation leave for that calendar year has no cash value and cannot be paid out upon termination, separation, or retirement from employment.
- M. The employee must return to work within a specific time period:
 - 1. Up to 30 days of military service

Employee must report to work by the beginning of the first regularly scheduled work day that would fall eight hours after completion of military service.

2. 31 to 180 days of military service

Employee must notify Personnel Records Section of intent to return to work no later than 14 days after completion of military service.

3. 181 or more days of military service

Employee must notify Personnel Records Section of intent to return to work no later than 90 days after completion of military service.

- *N. Upon returning to work, the employee will provide a Form DD 214 to the Personnel Records Section. The employee will be given a position at the same rank or title, or one of like seniority, status, and pay as before the military leave began, provided they are qualified to perform the duties of the position. For sworn members, they will be required to meet the current standards for police officer and be able to perform the full and unrestricted duties of a police officer. They shall also be required to be certified as a peace officer with the State of Missouri under P.O.S.T. standards.
- *O. If the employee was disabled while on military leave, the employee's condition will be reviewed by a department authorized physician. If found to be able to perform all the duties and functions of a current job classification, either sworn or non-sworn, the employee will be offered such position.

***III. ENLISTMENT PROCEDURE**

To inform the supervisor of their enlistment in any reserve component of the U.S. Armed Forces or National Guard, the employee will write an Interdepartment Communication, Form 191 P.D., and forward it to the supervisor, who will then forward this notification through the chain of command to the Chief of Police. The Form 191 P.D. will then be forwarded to the Personnel Records Section.

***IV. PRE-DEPLOYMENT PROCEDURE**

- A. The employee will give advance notice of any military leave. To request military leave, the employee will submit an Application for Leave, Form 1 P.D., with a copy of any military orders, through the chain of command. The member will request paid leave (not to exceed 120 hours in a federal fiscal year) in the explanation section of the form. The Form 1 P.D. will then be forwarded to the Personnel Records Section.
- B. In the event an employee is activated on extremely short notice (i.e., members of the National Guard who are activated for emergency duty as a result of a natural disaster, etc.) and can not complete the required Form 1 P.D., the member's immediate supervisor will complete and submit the form. The form will then be forwarded to the Personnel Records Section.
- C. When the military leave is known in advance, the employee will meet with the Personnel Records Section to begin the pre-deployment process.

- D. Employees with a military leave period that incorporates leave without pay of twenty-eight or more calendar days:
 - 1. Will be transferred to the Leave Pool on the first day of the leave.
 - 2. Will complete a partial separation clearance process with the Employee Benefits Section and the Personnel Records Section.
- E. The employee must contact the Employee Benefits Section regarding the continuation of insurance coverage before going on military leave.

***V. REINTEGRATION PROCEDURE**

- A. Upon receiving notification of their release from active military duty, and their return home, the deployed employee will notify the Personnel Records Section.
- B. The Personnel Records Section will notify the employee's chain of command and then inform the employee of their assignment.
- C. Prior to returning to work, the employee will report to the Personnel Records Section to begin the return from leave process.
- D. The Employee Benefits Section Supervisor will schedule employees returning from military leave, who have been gone for more than 180 days, for a debriefing with the department psychologist.
- E. If the employee has been on leave for six months or longer:
 - 1. The employee will be assigned to the Training Unit for a period of time to be determined by the Training Unit Commander. The training period will vary depending on the requirements of the employee's duties and how many changes have been implemented since their departure. The Training Unit is responsible for making sure the officer is brought up to date on changes since their departure.
 - 2. In addition to the training the employee will receive, the Training Unit will also coordinate the employee's re-acclimation process, which is designed to provide an incremental and staged re-entry process. This may include, but is not limited to, the following components:
 - a. Short term assignment with an FTO to allow the employee to serve in the capacity as a back-up officer and re-familiarize with current procedures.

- b. Participation in the Ride Along program to allow familiarization with the employee's reporting assignment area and other areas of the city, including identification of persons of interest, trends, etc.
- c. Reintroduction to reporting procedures, if applicable.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2011.

Patrick A. McInerney
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledgement SyStem (PASS)