

# Military Leave - A Manager's Checklist

Employees serving in the Military Reserve or National Guard may be called upon for extended periods of active duty. In the event of involuntary recall to active military duty, beyond their regular annual training commitments, these dedicated individuals may be eligible for a paid leave of absence and/or a supplementary salary differential. Their unwavering commitment is deeply valued.

The following checklist is designed to ensure a smooth and supportive process for both the employee and the department during a leave of absence. It covers the following key aspects:

- Ensuring the employee receives all entitled compensation and benefits during their leave.
- Correct administration of the employee's benefits during their absence.
- Facilitating an orderly transition for both the department and the employee.
- Safeguarding university resources throughout the leave period. Your cooperation in completing these steps is greatly appreciated as we strive to make this process as seamless and beneficial as possible for everyone involved.

## Before an Employee Leaves

Please inform University Human Resources- OneSource Leaves team of the upcoming military leave at your earliest convenience. This prompt notification will allow us to promptly update the employee's payroll information before the commencement of their active duty.

Visit the OneSource Self-Service Portal to learn about [How to Submit a Military \(Active/Inactive Duty\) Leave Request](#) or complete a [Military Leave Request](#). Please be advised that the following information may be requested:

- A copy of the active-duty orders issued by the employee's branch of service
- A Waiver of State Health Benefits Program Coverage form completed by the employee
- Written verification of the employee's start of military service (PEBD) date
- Written instructions regarding any accrued paid time off (AL, PH and Vacation Days) that the employee wishes to use while on leave

Refer benefits-eligible employee to our [Leaves of Absence](#) site for information about benefits during leaves of absence.

*If the military leave period is scheduled to continue through December 31st of the current year:*

- Inform the employee that reimbursement is available from [Parking and Transportation Services](#) for time remaining on a University parking permit
- Remind the employee to have their authorized party contact [Payroll](#) if his/her home address changes before W2 forms are mailed
- Inform other department associates of the employee's separation

- Remind the employee to contact [Rutgers University Libraries](#) to ensure that all books and other library materials have been returned

## Special Materials

*If an employee works directly with Hazardous or Controlled Materials, these additional steps may be required prior to their leave:*

- Ensure all chemicals, radioactive materials, and other hazardous materials or samples used by the employee are properly labeled, stored, and/or disposed
- Visually inspect the work area prior to the start of employee's leave
- Collect any radiation dose monitoring badges and return to [Rutgers Environmental Health and Safety](#)
- Contact [Rutgers Environmental Health and Safety](#) if you have specific questions

## When an Employee Leaves

- Collect all keys and access cards
- Collect one-time password tokens (for example, Secure ID, SAFEWORD)
- Review employee's computer accounts and notify your departments IT team or the [Rutgers Office of Information Technology](#) regarding suspensions of access if necessary.
- Arrange for transfer of phone calls/voice mail/emails to other staff as appropriate
- Update forms, web pages, and publications to reflect new contact(s) as appropriate
- Send out notification to applicable departments and individuals with details concerning the transition of responsibilities during the leave
- Update documentation of work processes for which the employee has primary responsibility

*If applicable, the following are additional steps that should be taken for those employees with specific access to university property and financial resources:*

- Change safe combinations, and lock codes known to the employee as required
- Recover University equipment from the employee (pagers, cell phones, computers, tools, etc.).
- Recover petty cash funds from the employee. Reconcile these funds and ensure the employee is removed from university records as a custodian of these funds
- Ensure all cash advances are cleared

## When the Employee Returns

Notify the University Human Resources-OneSource Leaves Team at 732-745 SERV (7378) of the employee's return from military leave as soon as possible in order to have the employee's payroll information updated by the first pay period following return. Please note that the following documentation may be requested:

- A copy of the employee's military discharge from active duty (DD214)
- Written verification of the date the employee is returning to the university

*For additional information, please refer to [University Policy 60.1.21: Military Leave - Staff](#).*