

Steps to Managing Your Employees' Military Leave



Military Leave for Training

1. An employee who receives official orders for training should provide a copy of the orders to their Administrative Head.
2. The Administrative Head will forward a copy of the training orders to the HR Generalist and payroll representative assigned to their jurisdiction.
3. The employee should submit an absence request, selecting the type of absence as Military Leave Take and the reason for the absence, Military Training (15 Day Max).

Military Leave for Active Duty

1. An employee who receives official orders for active duty should provide a copy of the orders to their Administrative Head.
2. The Administrative Head will forward a copy of the orders to the HR Generalist assigned to their jurisdiction.
3. The HR Generalist within Employment Services will work directly with the employee to obtain the necessary documentation required prior to their deployment. The HR Generalist will notify the Administrative Head of the type of military leave that has been approved.
4. If the employee is taking Military Administrative Leave, the Manager is required to submit an absence request selecting the type of absence as Military Leave Take and the reason for the absence, Military Activity.
5. If the employee is on a Military Leave of Absence, the manager is not required to submit a timesheet or absence request.

Military Leave Extension

1. If the employee receives orders extending their active duty, the employee should submit a copy of the new orders to their Administrative Head.
2. The Administrative Head will forward a copy of the orders to the payroll representative and the HR Generalist assigned to their jurisdiction.
3. Employment Services will process the extension in CONNECT, notify State Retirement and the Department of Budget and Management, Employee Benefits Unit that the military leave has been extended.



Return from Active Duty

1. When the employee returns from active duty, a copy of their Discharge Orders (DD214) should be provided to their Administrative Head. If the employee elects to enroll in health benefits a new regular benefit enrollment form needs to be completed. To claim credit for military service time, the employee must complete the Claim of Retirement Credit (Form 043).
2. The Administrative Head will forward the following forms to Employment Services:
 - a. Regular Benefit Enrollment Form
 - b. Claim of Retirement Credit (Form 043)
 - c. Discharge Orders From Active Duty (DD214)
3. Employment Services will process the return from duty in CONNECT, forward the Benefit Enrollment Form to the Department of Budget and Management, Employee Benefit Unit and forward the Claim of Retirement Credit (Form 043) to State Retirement.

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