

CITY OF MILWAUKEE

PAY REQUEST FOR MILITARY TRAINING LEAVE OR RIOT OR CIVIL DISTURBANCE DUTY

INSTRUCTIONS:

- Employee - Prepare this form in duplicate. Give both copies to your Payroll Clerk on the first day that you return to work following your leave.
Payroll Clerk - Send the original to Employee Relations. Retain the copy.

PART I -- EMPLOYEE REQUEST

Form section for Part I: Employee Request. Includes fields for Name, City Job Title, Pension No., Department, Bureau/Division, Military Rank, and checkboxes for Veterans status and Type of Leave (Annual Military Training, Riot or Civil Disturbance, Other). Includes Signature and Date fields.

PART II -- COMMANDING OR DISBURSING OFFICER'S CERTIFICATE

Form section for Part II: Commanding or Disbursing Officer's Certificate. Includes fields for active military service dates, Military Pay Voucher details, Basic Gross Pay, Reimbursement allowances, Total Gross Pay, and Signature/Date fields.

\*Payroll Clerks: Please note that employees who do not qualify to keep their Military Pay are to report only their Gross Basic Pay to the City. Employees retain all reimbursement allowances. A copy of the Military Pay Voucher must be attached.

PART III -- DEPARTMENT HEAD'S ENDORSEMENT (The above requested leave is approved.)

Form section for Part III: Department Head's Endorsement. Includes Signature and Date fields.

This section is for Employee Relations' use.

Form section for Employee Relations' use. Includes Checked by and History Card fields.

**CITY OF MILWAUKEE (Rev. 11/03)**

**POLICY FOR LEAVES FOR ANNUAL MILITARY TRAINING AND/OR RIOT OR CIVIL DISTURBANCE**

Permanent full-time employees of the City of Milwaukee shall be granted leaves of absence with pay to take training as members of the Air Force Reserve, Organized Reserve Corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve, or National Guard, under the direction of the state or federal authorities, or if called to duty in the State of Wisconsin in case of riot or civil disturbance.

If training or civil disturbance or riot duty is limited to a single period during a calendar year, such leave shall not exceed 15 successive calendar days each, including Saturdays, Sundays and legal holidays during a calendar year.

If training is taken and/or civil disturbance or riot duty is performed on an intermittent basis during a calendar year by permanent full-time employees whose normal hours of duty average 40 hours per week, said leave shall not exceed ten workdays, including Saturdays, Sundays and legal holidays, during a calendar year for training purposes and ten workdays, including Saturdays, Sundays, and legal holidays during a calendar year for civil disturbance or riot duty.

If training is taken and/or civil disturbance or riot duty is performed on an intermittent basis during a calendar year by permanent full-time employees of the Fire Department whose normal hours of duty exceed an average of 40 hours a week, said leave shall not exceed the equivalent of five duty days during a calendar year for training and five duty days during a calendar year for civil disturbance or riot duty as determined by the Fire Department.

The leave shall be granted by the head of the department in which the employee works upon presentation of satisfactory evidence of military, air force, or naval authority to take such training or perform such riot or civil disturbance duty.

**PAY FOR LEAVES FOR MILITARY TRAINING OR FOR RIOT OR CIVIL DISTURBANCE**

1. Permanent, full-time employees who have served according to one of the following criteria are eligible to receive both full military and full city pay while on leave absence for annual military training or for riot or civil disturbance duty (You **must** check the boxes below which apply to you if you claim such payment.).

Served on active duty under honorable conditions in the U.S. armed forces (except service on active duty for training purposes) for at least one day during a war period, as follows:

**Period of Service:**

- August 27, 1940 – July 25, 1947
- June 27, 1950 – January 31, 1955
- August 5, 1964 – January 1, 1977
- Persian Gulf War / Desert Shield / Desert Storm (August 1, 1990 to date to be determined)
- Afghanistan War (September 11, 2001 to date to be determined)
- Called to active duty in 1961 by Executive Order No. 10957
- Entitled to receive Armed Forces, Marine Corps, Navy Expeditionary Medals, Vietnam Service Medal, or Southwest Asia Service Medal

Date: \_\_\_\_\_

Location: \_\_\_\_\_

2. Other permanent, full-time employees who do not qualify as veterans under 1. above will be eligible for their city pay **only** and must report to the city all gross military pay (excluding reimbursement allowances) received. The city will deduct the amount of the gross military pay from the city pay. You must attach a copy of your military pay voucher to this form.

3. Provisional, part-time, and seasonal employees, such as City Laborers (Seasonal) are not eligible for leaves for annual military training or for riot or civil disturbance duty with pay. They will be given leaves for such purposes without pay.