



County of Riverside Human Resources Department Military Leaves of Absence

Employee Military Leave Checklist

Prior to Military Leave:

- Give your supervisor or manager advance notice of your leave, unless doing so is impossible, unreasonable or precluded by military necessity.
- Complete a non-medical leave of absence request form and submit along with supporting documentation.

For information about Leaves of Absence and to obtain the Non-Medical Leave of Absence Request form, visit the Human Resources website at <http://www.rc-hr.com/ForEmployees/EmployeeServices.aspx> and click on the link for Leaves Forms and Information.

- Inform your supervisor whether or not you will use your accrued leave balances while on a leave.
- Decide if you want to maintain your benefit elections while on military leave. Your leave of absence is a qualifying event. If you wish to cancel coverage, you must submit a Benefit Election Form to your department representative within 60 days of the start of your leave. If you choose to continue your health coverage while on unpaid leave, you must contact Benefits at (951) 955-4981, option #1 and make arrangements to pay for your insurance premiums.
- Review your beneficiaries (retirement, deferred compensation plans, life and supplemental life insurances) to ensure the names, addresses, and phone numbers are current. You may contact the benefits hotline at (951) 955-4981 for assistance.
- If you're taking an extended leave, designate a Power of Attorney. By designating a power of attorney, you give said designee the authority to assist with employment matters and benefit options. Notify your department of the name, address and telephone number of your designated Power of Attorney.
- If applicable, submit the required documentation to receive Military Pay Supplement. After the first 30 calendar days of Active Duty, you may be eligible for a military pay supplement, if your County base salary is higher than your military base salary. Contact your department representative for additional

information about this option. You will be required to provide supporting military documentation such as Military orders and a Leave and Earnings Statement (LES).

Prior to returning to County Employment:

- Notify your supervisor of your intent to return to work prior to the expiration of your leave. If leave is being extended, provide supporting documentation to your supervisor.

Note Regarding Time Limits for Returning to Work: Employees returning from military leave must report for duty within the timelines set forth by the Uniformed Services Employment and Reemployment Rights Act of 1994.¹

After returning to County Employment:

- For leave exceeding 30 days, provide your supervisor with a copy of your release from military duty.
- Submit a Benefit Election form to your department representative within 60 days of your return date to re-elect health plan coverages that you may have cancelled.
- If applicable, request Service Credit from CalPERS. If returning to County employment within a 6-month period of being discharged from active duty, you may have CalPERS service credit posted to your account at no cost. To request the service credit, you must send a request to CalPERS along with supporting documentation (e.g. copy of Military Discharge Documents, DD-214, Certification of Military Service Record, etc.) for all active duty periods. If returning after the 6-month period, you may be required to pay a portion of the cost. For additional information, please contact CalPERS at (888) 225-7377.

¹ 20 CFR 1002.115 § 4312(e)