

Procedure Title:	Military Donated Leave Program - Employees Requesting Leave				
Procedure Number:	DHS-060-031-02	Version:	1.0	Effective Date:	03/03/2005

DHS Chief Administrative Officer

03/03/2005

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee on active military duty	<p>a. Download the following Military Donated Leave Program (MDLP) Participant Packet materials or request a packet from the DHS Office of Human Resources.</p> <ul style="list-style-type: none"> • Participant Letter from the Governor (pdf) • Participant Program Information (pdf) • Frequently Asked Questions (pdf) • Participant Worksheet (pdf) • Opt-out Waiver Form (pdf) • Direct Deposit Form (pdf) <p>To be eligible for Military Donated Leave an employee must submit verification of military leave and military salary to the Office of Human Resources either prior, during or upon completion of military leave.</p> <p>b. Submit a completed MDLP Participant Worksheet, the Direct Deposit form (if choosing this option) and a Leave and Earnings Statement (provided by the military) to the DHS Office of Human Resources.</p> <p>NOTE: Participants shall elect to receive either individual donations or to be placed in the statewide donated leave pool. Participants who do not state a preference shall be placed in the statewide donated leave pool. Participants may change the donation option once per quarter with written notice to the DHS Office of Human Resources. The requested change will become effective at the end of the following month.</p>

		<p>OR</p> <p>c. If choosing to opt out of the MDLP, submit a completed Opt-out Waiver Form to the DHS Office of Human Resources.</p>
2.	Office of Human Resources	<p>Obtains and verifies completion of all documents.</p> <ul style="list-style-type: none"> If military salary exceeds state base pay, send notification to employee of ineligibility for program. <p>Forwards information to DHS Payroll.</p>
3.	DHS Payroll	<p>Submits monthly report to DAS listing the following:</p> <ul style="list-style-type: none"> Employees on military leave Military salary Employee returning from military leave <p>Maintains all documentation.</p>
4.	Employee	<p>Notifies the DHS Office of Human Resources when returning from military leave.</p>

Policy that applies:

[DHS-060-031, Military Donated Leave Program Policy](#)

Form(s) that apply:

[Participant Letter from the Governor](#) (pdf)

[Participant Program Information](#) (pdf)

[Frequently Asked Questions](#) (pdf)

[Participant Worksheet](#) (pdf)

[Opt-out Waiver Form](#) (pdf)

[Direct Deposit Form](#) (pdf)

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Procedure History:

- Version 1.0:**
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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)