



## MILITARY LEAVE CHECKLIST

<b>NAME</b>	<b>SHIELD</b>	<b>RANK</b>	<b>COMMAND</b>
<b>VETERANS ASSISTANCE OFFICER (VAO) NAME</b>	<b>SHIELD</b>	<b>RANK</b>	<b>COMMAND</b>

### ***PRE-DEPLOYMENT (VAO ASSIGNED)***

**Date Completed  
or Reviewed  
and Initialed**

<p><b>1. LEAVE</b> - Members belonging to the Military Reserve or National Guard are entitled to annually absent themselves from work for a total of thirty (30) calendar days or twenty two (22) work days, whichever is greater, with pay when ordered to attend military duty. Any time utilized for military reserve functions extending over the allowable annual entitlement may be taken by the member in the form of accrued leave time or leave without pay, whichever is specified by the officer.</p>	
<p><b>2. PAYROLL OPTIONS – EXTENDED DEPLOYMENT</b> – Should be discussed with representatives of the SCPD Human Resources Bureau. They can advise the member of the current payroll options that exist as a result of the Memorandum of Agreements that each of the bargaining units/unions has signed with the County concerning payroll options while a member is on extended deployment, (852-6213).</p>	
<p><b>3. NOTIFICATION OF MILITARY LEAVE</b> - If a member should obtain a yearly schedule of military duty, it is requested that the member provide a copy of the schedule to his/her Commanding Officer (C.O.) along with an Internal Correspondence (PD-CS-2042) indicating the military duty dates which conflict with scheduled work days. When a member chooses to take leave without pay to attend military duty, the member should inform his/her C.O. <u>before</u> the leave time is taken. The C.O. shall then notify the Payroll Section, via Internal Correspondence, of those dates.</p>	
<p><b>4. SAFEGUARDING OF EQUIPMENT- EXTENDED DEPLOYMENT</b> – Prior to extended activation, a member shall surrender his weapon, shield, cap device, I.D. card and any other equipment to his C.O., supervisor or their designee. The officer to whom these articles are surrendered prepares a Field Report and a Supplementary Report in triplicate to fully explain the circumstances. All copies of this report must bear the endorsement of the member's C.O. Said articles are promptly invoiced on the appropriate form, a General Receipt, presented to the member and said articles delivered to the Quartermaster Section with the exception of Department issued weapons, which will be delivered to the Firearms Training Section. Any personal handguns owned by such officer will be surrendered to a delegated superior officer who will invoice the weapon(s) on a Property Invoice Receipt form and will submit the handguns directly to the Property Section.</p>	
<p><b>5. RESTRICTED ID CARD – NO FIREARMS – EXTENDED MILITARY LEAVE</b> - The restricted identification card issued to members on extended military leave is the same in all respects to the standard identification card with the exception that it has the words “Extended Military Leave” printed in prominent boldface type, black in color, on the face of the card, and the words “Restricted – No Firearms” printed in prominent bold face type, red in color, on the face of the card. Any officer issued a “Restricted No Firearms, Extended Military Leave” identification card will not be authorized by this Department to carry, possess or purchase any firearm, (ID Section, 852-6129).</p>	

## MILITARY LEAVE CHECKLIST

### **RETURN TO DUTY – (VAO ASSIGNED)**

**Date Completed  
or Reviewed  
and Initialed**

<p><b>1. GENERAL</b> - On return from military leave of absence the member will present to his/her C.O. an Internal Correspondence, which will certify attendance at the military duty. Such Internal Correspondence will state the name of the member, the date(s) of attendance, and the location and military unit of assignment. It shall be filed with the original notifications of military leave presented by the officer.</p> <p>After completion of military duty, members must return to work within a certain period of time:</p> <ol style="list-style-type: none"> <li>a. For military service of fewer than 30 days, members of the Department are granted at least 8 hours from the termination of military duty before they must return to work. Members must return for their next scheduled tour of duty after the 8 hour time period.</li> <li>b. For military service of 31 to 180 days, members must return to work within 14 days of the termination of the military duty.</li> <li>c. For military service of 6 months or more, members must return to work within 90 days of the termination of the military duty.</li> </ol> <p>Members who do not return for their scheduled tours of duty within these time periods will be considered absent without leave. Any tours of duty which fall within these time periods and are not worked by the member must be taken as military leave time or as accrued leave time or leave without pay, whichever is specified by the officer.</p>	
<p><b>2. NOTIFICATION TO C.O. AND PERSONNEL</b> – Members should notify their C.O. and Personnel of their scheduled return to duty date. A VAO will be assigned and will assist the member in performing the tasks listed below:</p>	
<p><b>3. RETURN TO DUTY</b> – The member shall meet his VAO and C.O., or designee, at the assigned command for an overview of the goals of this program, Command reorientation as deemed necessary, and any updates to Command procedures or protocols. Family members may be invited to attend.</p>	
<p><b>4. NOTIFICATION TO POLICE ACADEMY BUREAU AND EMPLOYEE ASSISTANCE SECTION</b> - Member and VAO should contact these commands to schedule training and visit to Employee Assistance, (Academy, 853-7000; EAS, 854-8648). Academy personnel shall notify the Firearms Training Section and Armorer.</p>	
<p><b>5. QUARTERMASTER VISIT</b> – Member and VAO should visit the Quartermaster Section to determine if the member has all currently issued uniforms, (852-6051).</p>	
<p><b>6. STOCKROOM</b> – While at Quartermaster, member and VAO should obtain any Memo Book Inserts and/or R&amp;P updates issued while the member was on military leave.</p>	
<p><b>7. RETURN OF SAFEGUARDED EQUIPMENT AND PERSONAL WEAPONS</b> - Member and VAO should visit the Quartermaster Section to obtain his shield and cap device and also visit Property Section to obtain any personal weapons that had been surrendered, (852-6461). (Needs approval of C.O.)</p>	
<p><b>8. RETURN OF DEPARTMENT WEAPONS</b> - Member and VAO should visit the Firearms Training Section, (852-8063), to obtain his or her Department-issued weapon. (Needs approval of C.O.). <b>NOTE:</b> The Firearms Training Section will provide additional training to reintroduce the member to civilian police firearms tactics. Firearms Requalification will be required.</p>	

**RETURN TO DUTY – (VAO ASSIGNED) CONTINUED**

Date Completed  
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and Initialed

<p><b>9. RESTORATION OF NON-RESTRICTED ID CARD</b> - The member's C.O. will submit an Internal Correspondence to the Administrator III of the Personnel Section directing that the member's non-restricted identification card be reissued. A copy of this correspondence will be sent to the Firearms Training Section. The Personnel Section will forward an Internal Correspondence (with a copy to the affected member of the Service) to the Identification Section which will, upon receipt, reissue the non-restricted identification card. The issuance and exchange of the identification cards will be conducted in person at the ID Section, (852-6129). The member and liaison should visit the ID Section to obtain the ID card.</p>	
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**IMPORTANT PHONE NUMBERS**

<b>Employee Assistance Section</b> .....	631-854-8648
<b>Human Resources Bureau, (Payroll Options)</b> .....	631-852-6213
<b>Identification Section</b> .....	631-852-6129
<b>Property Section</b> .....	631-852-6461
<b>Firearms Training Section</b> .....	631-852-8063
<b>Quartermaster Section</b> .....	631-852-6051
<b>Suffolk Police Veterans Association –</b>	
Ken Bombace - .....	631-793-3903
Tim Malloy - .....	631-278-5120
<b>Suffolk County Veterans Service Agency</b> .....	631-852-VETS
<b>V.A. Hospital – Northport</b> .....	631-261-4400
<b>P.B.A. –</b>	631-563-4200
<b>S.D.A. –</b>	631-563-4408
<b>S.O.A. –</b>	631-654-0900

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- **Stateside:** 1-800-342-9647
  - **Overseas:** OCONUS Universal Free Phone: 800-3429-6477 (Use applicable access code before dialing the toll-free number. Codes can be found online.)
  - **Collect from overseas:** 484-530-5908. (Please call the international operator first and provide this number. The operator will connect you to Military OneSource.)
  - **En español llame al:** 1-877-888-0727
- TTY/TDD:** 1-800-346-9188