

**City of Northampton, Massachusetts**  
**Human Resources Department**

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**Effective Date: 12/2001**  
**Revised: 07/2010**

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**Military Leave-Long Term**

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**POLICY**

It is the policy of the City of Northampton to generally support City Employees who are called to serve in an Active Duty capacity with the armed forces.

**SCOPE**

This policy applies to full time (35-40 hours per week), post-probationary City employees who are actively at work when they receive their orders for active duty service.

**PURPOSE**

To outline compensation and benefit issues that arise due to an employee's absence from work due active duty military obligation.

**PROCEDURE**

- A. Each employee should give their Manager as much notice as possible if he/she believes he/she will be called into active duty. The employee must provide a copy of their orders to their Manager who will then forward to the Human Resources Department.
- B. The employee shall be placed on a Military Leave status the day after his/her last day of work with the City. If the employee has not used their full seventeen (17) days of paid military leave under Policy 600-5, the employee shall be entitled to the remainder of that benefit (reminder: 17 working days per calendar year).
- C. **Pay continuance:** The City will make up the difference between the employee's base rate (rate associated with their salary grade and step times regular scheduled hours per week) and the base rate they receive from the military. It is the employee's responsibility to get their department manager the appropriate paperwork to verify military wages received (DFAS Form 702). This benefit will continue as long as the City has the financial means to continue it. The City will notify the employee of any changes in this benefit.
- D. **Benefit information:**
  1. **Group health insurance:** In most cases, the activated employee will be covered by the government health insurance coverage, however, the employee may choose to continue the City group health insurance coverage for persons already eligible and enrolled in the group health plan. The employee could continue their coverage at the same contribution rate as active employees.
  2. **Life insurance:** The employee may choose to continue any life insurance they are enrolled in at the time they are activated, however they must continue to make their contributions.
  3. **Sick time and Vacation Time accruals:** The employee will not accrue any time

while they are away from their primary position, however, the employee will get full credit for time served in an active duty capacity to determine their rate of accrual upon their return to employment with the City. The employee may request to be paid out any vacation time when they leave for active duty, otherwise the sick bank time and vacation bank time will be frozen until the employee returns to work and the time becomes immediately available to them.

4. **Longevity bonus:** The employee will not be paid out any longevity bonus until they have returned to work with the City and they reach their eligibility date. However, time serving in an active duty capacity will count towards the level of longevity the employee is eligible for (military leave = time worked). The employee's eligibility date will not change due to military leave.
5. **Firefighters and Police Educational Incentives:** The City will continue to make Quinn bill payments and Pay Incentives (Local 108, Article 27) to the employee while on a military leave, as it would for any type of leave.
6. **Other benefits:** uniform allowances, skill pay, personal days, holiday pay and any other benefit not expressly mentioned in this policy, will end with the employee's active employment with the City, but will be reinstated immediately and accrued or paid out on a go-forward basis as long as they would otherwise qualify for those benefits upon re-employment.

Uniformed Services Employment and Reemployment Rights Act governs the rights and benefits of employees serving in the military and then returning to their civilian positions. Please call Human Resources to clarify anything not addressed in this policy.

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**Approved:**



**Mary Clare Higgins**  
Mayor



**Glenda G. Stoddard**  
Human Resources Director