

# **BASIC UNION INFORMATION**

## **MILITARY LEAVE**

Recently the Union was made aware that the process for submitting paperwork for military leave has changed. This was discovered when a grievance was filed after an officer was not being paid properly. Below is the information we have been given regarding military leave pay requests.

### **(e) Military Leave**

1. In accordance with the law, any employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave for any period actively spent in military service, including;
  - a. Basic training;
  - b. Special or advanced training;
  - c. Annual training; or
  - d. Any other training or duty required by the United States Armed Forces.
2. During leaves for annual training, the employee shall continue to receive his or her regular compensation.
3. During leaves for basic training, for up to 60 days of special or advanced training, for any other training or duty required by the United States Armed Forces, and for employees mobilized to active duty, when an employee's military pay is less than his/her current pay rate for a commensurate pay period, the employee will be eligible for differential pay. All military Leave and Earning Statements (LES) must be submitted to the Sheriff's Office Payroll Department via email [ccso.payroll@cookcountyil.gov](mailto:ccso.payroll@cookcountyil.gov), to be eligible for differential pay.
4. Any employee granted a leave of absence without pay to enter service in the Illinois National Guard or any of the reserve components of the military or naval forces of the United States, either voluntarily or by reason of conscription, shall upon return to County service, be returned to work as if the employee had been employed continuously by Cook County, including with respect to title and position, with the same anniversary and seniority dates, status and pay.
  - a. The employee must request a military leave in Workforce for all military training and/or deployment leaves. Military orders must be uploaded in Workforce for each leave request for review and approval.

- b. Employees that are on active military duty must complete a Military Service Affidavit. The notarized affidavit should be uploaded in the Workforce military leave case.
- c. The employee may specify a period of time off following completion of service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA):
  - 1. 1-30 consecutive days of military service: Employee must return to the workplace after safe travel home and eight hours of rest.
  - 2. 31-180 consecutive days of military service: Employee must return to the workplace within 14 days of release from active duty.
  - 3. 181+ consecutive days of military service: Employee must return to the workplace within 90 days of release from active duty.
- d. Employees should notify HR if there are any alterations in their period of deployment. Appropriate documentation must be uploaded to the employee's leave case in Workforce.
- e. Employees must present discharge papers at the time of their return.
- f. Unlike other County benefits, pension credits do not accrue for employees on military deployment. All employees returning from deployment should contact the Cook County Annuity and Benefit Fund immediately upon return.

If you encounter any issues regarding military leave, please contact your Union representative immediately.