
Military Leave of Absence Toolkit

New York/New England Bargained for Employees

Verizon's Military Leave of Absence is intended to allow our service men and women to continue serving their country while working at Verizon.

EMPLOYEE'S RESPONSIBILITIES

To initiate a Military Leave

- Review the Conditions for Leave within the Military Leave of Absence Guidelines.
- Notify your supervisor of your need for a leave of absence.
- You must provide your supervisor with a copy of your Military Orders and Leave & Earnings Statement (LES).
- Submit your Military Orders and Leave & Earnings Statement (LES) to:

Verizon Global Payroll - Military Pay
899 Heathrow Park Lane
Lake Mary, FL 432746
Fax: (866) 255-4840

- Military Leave of Absence is handled by the department. Payroll handles the differential pay.

During a Military Leave

- Maintain regular communications with your supervisor during the leave period.
- Provide your supervisor/department and the Benefits Center with any change of address or telephone contact information while on leave.
- Communicate promptly to your supervisor any change in return to work date or intention to return to work at least two weeks prior to the expiration of the approved leave period

Ready to Return to Work?

- Notify your supervisor of your return to work date within the reinstatement period as allowed by the Uniformed Service Employment and Reemployment Rights Act (USERRA) or other applicable law of your intent to return to work prior to the expiration of the leave.
- Provide your supervisor/department with proof of honorable discharge or returned to military reservist status.
- If you are planning a return date that is after the reinstatement period, contact your supervisor/department to determine if such late return date will be considered.

SUPERVISOR'S RESPONSIBILITIES

Initiate the Military Leave

- Review with your employee the Conditions for Leave within the Military Leave of Absence Guidelines.
- You must review the employee's copy of Military Orders.

If the employee's request for leave is less than 30 calendar days:

- Enter employee's time in Vz Time
- Confirm and follow-up the date employee is scheduled to return to work.

If the employee's request for Leave is for 30 calendar days or more:

- Submit the employee's request for Military Leave via Manager's Self Service (MSS).
- Verify you have received email notification of decision from MSS.



-
- Advise employee that leave request has been granted.
 - Confirm and follow-up the date employee is scheduled to return to work.

During a Military Leave

- Maintain contact with employee on a regular basis throughout employee's leave.
- Ensure any leave extension is submitted via MSS.

When employee is ready to Return to Work

- Oversee the employee's return to work.
- Review supporting documentation (honorable discharge) and forward to Payroll to ensure regular pay begins upon the employee's return to work
- Return the employee to active status via MSS.
- Resume normal time reporting for the employee.

PAYROLL TEAM'S RESPONSIBILITIES

Initiate the Military Leave

If the employee's request for leave is less than 30 calendar days:

- Ensure all documentation such as Official orders, LES (leave and earning statement) aka Military Pay Stub is received.
- Verify employee's hire date and years of service.
- Ensure we have the Enhanced Military Leave of Absence Agreement signed to verify the policy to apply to the employee.
- If applying collective bargaining agreement provision, contact Labor Relations for guidance on interpretation.
- Calculate and payout military differential for dates the employee is on leave.
- Validate that timesheets are properly coded.
- If the employee's military pay is greater than Company's pay, ensure regular wages are not paid for the duration of the leave.

If the employee's request for Leave is for 30 calendar days or more:

- Ensure all documentation is received.
- Verify employee's hire date and years of service.
- Ensure we have the Enhanced Military Leave of Absence Agreement signed to verify the policy to apply to the employee.
- If applying collective bargaining agreement provision, contact Labor Relations for guidance on interpretation.
- Calculate and payout military differential for the dates the employee is on leave.
- Validate that timesheets are properly coded.
- If the employee's military pay is greater than Company's pay ensure regular wages are not paid for the duration of the leave.

During a Military Leave

- Ensure employee's military pay continues during the leave or until employee exhausts the allotted military differential payable time.

When employee is ready to Return to Work

-
- **For Deployments:** Request discharge papers from employee to properly record when employee's military differential should stop. If employee returns earlier than orders state, ensure regular wages are turned on and military differential pay stops.
 - For all Military leaves, ensure regular wages begin when employee returns to work.

LEAVE OF ABSENCE TEAM'S RESPONSIBILITIES

During a Military Leave

There is no action required from the Leave of Absence Team. Military Leaves of Absences are managed at the department level and Payroll Services.

When employee is ready to Return to Work

Leave of Absence Team does not administer the return to work process.

If you have any questions, please send an e-mail to payroll.special.pay@verizon.com

Last Updated January 2018