

MILITARY LEAVE PAYROLL PROCEDURES

09-01

I. PURPOSE AND SCOPE

The purpose of this policy is to explain the procedure regarding the payment of an employee's compensation while serving in a reserve component of the armed forces, if allowable under the Southborough Personnel By Law or Union Contract.

II. PROCEDURES

A. The eligible employee who is granted military leave, while serving in the reserves, will not be compensated by the Town for their military drill time until the employee can present their military pay stub.

B. If the employee's military compensation is more than their town compensation, there will be no additional compensation.

C. If the military compensation is lower than the town compensation, the Town will pay the difference between the two (military and town compensation).

D. Procedures for submitting payroll for employees on military leave:

1. While the employee is serving in the reserved armed forces during their normal work time, it will be denoted on the departmental payroll form, the hours for unpaid military leave.

2. As soon as the employee has their military pay stub available, the department should submit the stub with the next payroll turn-in so that any difference in pay may be processed. The MIL pay code must be used to process this type of pay.