3-02/030.12 - Reinstatement After Military Leave

The employee is required to submit to Personnel Administration Bureau a copy of their DD-214 form or other equivalent correspondence to verify the condition of service (honorable, etc.) and the dates of service if the length of military service was for more than thirty days.

- As soon as possible, the employee shall notify their unit of assignment of their pending return to work. The unit commander is then responsible for assigning a mentor (of equal or senior rank) to coordinate the employee's return to work;
- The intent of the Disability Management and Compliance is to facilitate the smooth transition of the employee back to work at their unit of assignment. The program is designed to be tailored to the needs of the employee, and should be based on the length of deployment and the type of service the employee performed;
    - **Day One** - The unit of assignment (UOA) shall assign the employee a reporting time and an interview period with the unit commander. The UOA shall then schedule the employee to meet with Personnel Administration Bureau's Pay, Leave, and Records (PLR) Unit and LACERA;
    - **Day Two** - The UOA shall schedule the employee to meet with Logistics (if necessary), and complete duty weapon qualification and policy updates (Department and/or unit-level);
    - **Day Three** - The UOA shall schedule a services availability meeting for the employee with a representative from Employee Support Services Bureau (ESSB). This meeting may take place at either the the UOA or ESSB, whichever the employee prefers;
    - **Day Four** - The UOA shall schedule the employee to attend TAS 1 course, an eight-hour training day at the Tactics and Survival Training Center; and
- Additional return to work needs, updates, or training should be completed during the third day or prior to the employee resuming normal Department duties.
- The employee shall report back to work as soon as possible unless the delay is no fault of the employee;
- If an employee is injured or incurs a disability on military duty, the Department may require the employee to take a physical examination. The Department shall make reasonable accommodations for the impairment, if possible.