

POLICY & PROCEDURE 	Paid Military Leave	2.39 07/23/2026
Approved: <i>MM</i>	Page 1 of 3	

PURPOSE

The purpose of this policy is to establish paid military leave benefits for eligible City employees in accordance with Michigan Public Acts 57 and 58 of 2026.

RESPONSIBILITIES

Human Resources:

- Review the policy on a regular basis to ensure compliance with changes in applicable laws and regulations.
- Issue the policy and ensure that employees have reviewed and signed/acknowledge they read and understand it.
- Maintain documentation necessary to administer paid military leave and differential pay.
- Review military leave requests, determine the applicable leave benefit, and notify Finance/Payroll of approved military leave.
- Coordinate the implementation of this policy with Finance/Payroll.

Payroll:

- Maintain records and track the use and disbursement of paid military leave.
- Calculate and process differential pay in accordance with this policy.

Employees:

- Provide advance notice whenever possible.
- Submit military orders to Department Head.
- Provide documentation of military wages when required for calculation of differential pay.

Supervisor/Department Head:

- Forward documentation to Human Resources.
- Coordinate staffing during absences.
- Ensure employee's time sheets accurately reflect the use of paid military leave.
- Administer requests consistently with this policy.

POLICY:

The City shall provide military leave benefits to eligible employees as provided in this policy. The policy is intended to comply with the requirements of Michigan Public Act 58 of 2026 and to extend paid military leave benefits to other eligible full-time City employees as permitted under Michigan Public Act 57 of 2026. Nothing in this policy is intended to limit any rights or protections available to employees under applicable federal or state law.

ELIGIBLE EMPLOYEES

This policy applies to all full-time City employees who are enlisted in a reserve component of the United States Armed Forces. Part-time, seasonal, temporary, volunteer, and paid on-call employees are not eligible for the paid military leave benefits provided under this policy.

QUALIFYING MILITARY LEAVE

Paid military leave may be used for the performance of military duty, including compliance with an order to report or deploy, and for military training related to service in a reserve component of the United States Armed Forces.

MILITARY LEAVE COMPENSATION

Military Leave of Ninety (90) Days or Less:

For military leave of ninety (90) days or less, the City shall provide each eligible employee with twenty-six (26) days of paid military leave each year. For the purposes of this policy, a year means a calendar year or a portion of a calendar year. One (1) day of paid military leave is equivalent to the employee's normally scheduled work shift for their department.

Unused paid military leave does not carry over from one calendar year to the next. Employees will not receive financial or other reimbursement for unused paid military leave. Any unused paid military leave will lapse at the end of the calendar year.

Military Leave Exceeding Ninety (90) Days:

For military leave exceeding ninety (90) days, the City will provide differential pay for the duration of the military leave. Differential pay will apply beginning with the first day of military leave. Differential pay will be calculated as the difference between the employee's regular City wages and the wages received through the employee's uniformed service when the employee's regular City wages exceed the wages received through the uniformed service.

Differential pay will be paid in accordance with the City's regular biweekly payroll schedule. Employees must provide documentation of military wages sufficient for the City to calculate the applicable differential.

An eligible employee may, but is not required to, use any annual leave for an absence due to military service.

REQUESTING MILITARY LEAVE

Employees requesting military leave must provide the City with a copy of the military orders requiring the employee to be absent from work.

If military leave will be for ten (10) or more consecutive days, but fewer than twenty (20) consecutive days, the employee must submit the request at least fourteen (14) days before the leave begins.

If military leave will be for twenty (20) or more consecutive days, the employee must submit the request as many days before the leave begins as is reasonably possible.

PREINDUCTION PHYSICAL EXAMINATION

A full-time City employee who receives orders for a preinduction physical examination to enlist in a reserve component of the United States Armed Forces will be provided paid military leave to attend the examination. The employee must provide the City with a copy of the order to attend the examination.

BENEFITS

Employees covered by a collective bargaining agreement will receive all contractually required fringe benefits and accruals as required by applicable law and the applicable collective bargaining agreement.

NON-RETALIATION

The City of Madison Heights prohibits retaliation or discrimination against employees for requesting or using military leave or exercising rights protected by law.

ACKNOWLEDGEMENT OF UNDERSTANDING:

By signing below, I certify that I have received, read and understand the City's Paid Military Leave Policy on the date indicated below. I further understand that a signed copy will be placed in my personnel file.

Employee Signature

Printed Name

Date