

Introduction

This job aid explains how to manage an employee's military leave.

When an Employee Goes on Military Leave

Mark the employee on leave without pay in myVRS Navigator:

1. Log in to VNAV, locate the employee and navigate to the **Person Maintenance** screen. In the **Other Details** panel, click the **Employment** tab.
2. From the **Person Maintenance** screen, start a leave of absence by selecting the **Leave/Return to Work** button.
3. The **Person Employment Maintenance** screen is displayed. From the **Employment Status** dropdown in the **Employment Details** panel, select Active Duty Military Leave and the **Start Date** of the leave. Click **Save**.

Note: The military differential pay that an employer pays for an employee who is called to active duty military is taxable. Employers should advise employees to consult a tax professional concerning military differential pay.

While the Employee Is on Military Leave

Keep the employee's salary updates current in myVRS Navigator:

1. To update salary information for an employee, select the **Salary History** tab in the **Other Details** panel on the **Person Maintenance** screen. There you will see the start date for the employee's current salary as well as the start and end dates for past salaries.
2. In the **Salary Details** panel, enter the updated salary and the start date. After the data has been entered, click **Save**.
3. The **Salary History** tab now shows the end and start dates corresponding to the changes made in the system.

Note: The salary entered should be the salary that would have been paid had the member not been on active duty military leave.

When an Employee Returns to Work from Military Leave

Mark the employee as Active in myVRS Navigator to report that they have returned to work from leave:

1. Locate the employee and navigate to the **Person Maintenance** screen. In the **Other Details** panel, click the **Employment** tab.
2. From the **Person Maintenance** screen, end the leave of absence by selecting the **Leave/Return to Work** button.
3. The **Person Employment Maintenance** screen is displayed. From the **Employment Status** dropdown in the **Employment Details** panel, select Active and the **Start Date** when active employment resumed. The **End Date** for the leave period will automatically populate. Click **Save**.

Grant the employee's Active Duty Military Leave service in myVRS Navigator. Active duty service in the armed forces is available at no cost for an employee who was granted approved leave of absence to serve from a VRS-covered employer, and who returned to a VRS-covered position within one year of discharge or release from active duty, and whose discharge was not dishonorable. An employee who took a refund from VRS must purchase at least one month of refunded service credit before this type of service credit is granted. The employer must certify that the employee's discharge was other than dishonorable, using the DD214 for each period of active duty service. If while on leave the employee was entitled to any annual salary changes, separate periods of eligibility must be created each time the annual salary changes.

- If an employee goes on active duty military leave and returns to covered employment, the eligibility to purchase other service will be extended by the amount of time the employee was on active duty military leave.

Employees on Military Leave

Job Aid for Employers

- For detailed instructions on certifying service, see the Certifying Military Service Using the DD Form 214 Job Aid in VRS University within the Commonwealth of Virginia Learning Center.
 - For detailed instructions on purchase of prior service, see the Purchase of Prior Service Process Guide for Employers in VRS University within the Commonwealth of Virginia Learning Center.
 - An employee who is unable to locate a DD214 can obtain a replacement copy from the U.S. National Archives and Records Administration's website at www.archives.gov or by contacting the National Personnel Records Center at:
National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138
 - A Hybrid Retirement Plan member can make up any mandatory and voluntary contributions to the defined contribution component upon returning from military leave. The employee must not have been dishonorably discharged and must have returned to covered employment within one year of discharge. The employee has a period of up to three times the length of the service period, not to exceed five years, to make up the employee contributions.
 1. The employee attaches a copy of the DD-214 to the [Application for Contribution Make-Up \(VRS-26M\)](#) application and submits both to the employer.
 2. The employee attaches a copy of the DD-214 to the [Application for Contribution Make-Up \(VRS-26M\)](#) application and submits both to the employer.
 3. The employer certifies the leave period in myVRS Navigator.
 4. The employer sends the application to VRS.
 5. Make-up contributions must be sent to ICMA-RC each pay period.
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Note: Manual overrides must be done in myVRS Navigator.