



Inprocessing Checklist for Employees Returning From Military Leave
(In excess of 30 days)

- **Paperwork**
 - Fill out thoroughly “Notice to Employer Military Active Duty Reinstatement” (found on www.cityofmelrose.org/departments/hr/EmployeeMilitaryLeave.htm, www.cityofmelrose.org/departments/veterans.htm or from your Supervisor).
 - Distribute Notice to HR, the Retirement Office and your Supervisor.
 - This form is important; it notifies the City of Melrose about your return date and begins the process for reinstating your compensation and benefits.

- **Supervisor/Department**
 - Hand in “Notice to Employer Military Active Duty Reinstatement”
 - Inform payroll clerk about your date of return to initiate compensation.
 - Receive City Property including cell phones, keys, laptops etc.

- **Human Resources Department**
 - Hand in copy of Active Duty Honorable Discharge orders.
 - Hand in “Notice to Employer Military Active Duty Reinstatement”
 - Inform Benefits Administrator about your date of return to initiate Benefits.
 - health insurance
 - life insurance

- **Retirement Office**
 - Hand in “Notice to Employer Military Active Duty Reinstatement”
 - Clarify your responsibilities in regards to your Pension account.

- **Information Technology Department**
 - Contact in order to systematically delete unwanted collection of emails.