



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

Forms are located on www.cityofmelrose.org Human Resources Department Web Page

- ____ **Paperwork**
 - Fill out thoroughly “Notice to Employer Military Active Duty Reinstatement”
 - 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.