



Outprocessing Checklist for Employees Going on 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 Absence”
- Distribute Notice to HR, the Retirement Office and your Supervisor.
- This form is important; it notifies the City of Melrose about the dates of your leave, your decision whether or not to continue with Health Insurance and whether or not you choose to use paid time off prior to your leave.

➤ **Supervisor/Department**

- Hand in “Notice to Employer Military Active Duty Absence”
- Inform payroll clerk about your decision to use paid time off.
- Turn in any City Property including cell phones, keys, laptops etc.

➤ **Human Resources Department**

- Hand in copy of Active Duty orders.
- Hand in “Notice to Employer Military Active Duty Absence”
- Receive and review Military Leave packet including:
 - Military Leave Pay and Benefits Policies and Procedures
 - Review Uniformed Services Employment and Re-employment Rights Act (USERRA)
- Review employee health benefit options
- Review employee life insurance options

➤ **Retirement Office**

- Hand in “Notice to Employer Military Active Duty Absence”
- Clarify your responsibilities in regards to your Pension account.

➤ **Treasurer Collector’s Office**

- Review city ordinance which allows Melrose taxpayers on military leave to pay excise and property taxes within 180 days of completion of the orders.
- Fill out any required paperwork.