

NEW YORK CITY TRANSIT AUTHORITY  
POLICY/INSTRUCTION

Subject	Classification	Issued	Number
MILITARY AND VETERANS' CONVENTION LEAVES	ADMINISTRATION	DECEMBER 19, 1989	6.11.1

POLICY/INSTRUCTION  
MILITARY AND VETERANS' CONVENTION LEAVES

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1.0 POLICY

It is the policy of the Transit Authority that eligible employees are allowed leave to perform ordered military duty and to attend a state or national veterans' convention, in accordance with applicable laws and contractual provisions.

2.0 PURPOSE

The purpose of this Policy/Instruction (P/I) is to document uniform practices for processing and monitoring military and veterans' convention leaves of absence.

3.0 SCOPE

This P/I applies to employees of the New York City Transit Authority (NYCTA), the Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA) and the Staten Island Rapid Transit Operating Authority (SIRTOA), except for Uniformed Police and any other employees exempted under applicable laws.

4.0 ELIGIBILITY FOR MILITARY LEAVE

4.1 ELIGIBILITY FOR MILITARY LEAVE - EMPLOYEE REQUIREMENTS

An employee is required to submit the following to his/her department in order to be eligible to take military leave:

1. a valid enlistment contract (or Oath of Office for officers) with Authority payroll/pass number (P#) written by the employee in the top margin. A valid contract must be submitted not later than three (3) months [or ninety (90) days] after submission of a Military Leave Application (MLA).
2. an order showing assignment to his/her present unit, only if the employee's present military unit is different from the one in his/her enlistment contract, with P# indicated.
3. a copy of current unit drill schedule with employee's name and P# and his/her military unit's address and phone number indicated.

4.2 ELIGIBILITY FOR MILITARY LEAVE - DEPARTMENT REQUIREMENTS

The department is required to maintain a military file on each employee who applies for military leave. This includes employees who have joined an active component of the Armed Forces and who have informed the Authority of their intent to return. Such a file will contain the

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employee's current enlistment contract (or Oath of Office) and copies of drill schedules, pay vouchers and all other relevant documentation submitted by the employee.

5.0 APPLICATIONS FOR MILITARY LEAVE

5.1 APPLICATIONS FOR MILITARY LEAVE - EMPLOYEE REQUIREMENTS

An employee applying for military leave is required to:

1. submit a completed MLA to his/her supervisor within the periods specified below of not less than:
  - a. seven (7) days prior to leave - for leaves of one (1) to thirty (30) days.
  - b. fifteen (15) days prior to leave - for leaves of thirty-one (31) to one hundred seventy-nine (179) days.
  - c. thirty (30) days prior to leave - for leaves of one hundred eighty (180) days or more.If the employee does not comply with this time frame due to "emergency" late orders by his/her military command, as a minimum, the employee (or his/her delegate) must:
  - a. notify his/her department of the anticipated period of absence by telephone, messenger or otherwise at least one (1) hour before the commencement of his/her scheduled tour of duty for that day.
  - b. submit a completed MLA as soon as possible to his/her supervisor.
  - c. within five (5) days of return from leave, submit documentation from the military unit to prove receipt date of orders.
2. secure a receipted copy of the MLA upon submission.
3. notify his/her supervisor immediately of any changes to an MLA. The supervisor may require that the employee submit a revised MLA.
4. report back to work within the limits of Section 7.0, "Returning to Work." Employees returning from military leaves must report to their assigned work locations, except for extended leaves (see Section 7.1.1, "Returning From Extended Leave - Employee Requirements").
5. submit orders (with P# indicated in the top margin) to the department within five (5) days of return from leave for any unscheduled military duty. No orders are required for a scheduled drill that is on an employee's submitted drill schedule.

The orders must be dated and on official military unit letterhead. Orders must include the unit's address and phone number, signature of an officer, typed name and rank of signer, and hours of ordered military duty. The orders must be legible and without corrections.

6. submit a Certificate of Attendance (CoA) within five (5) days of return from leave to his/her supervisor.

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The CoA must be dated and on official military unit letterhead. It must include the unit's address and phone number, signature in ink by an officer, typed name and rank of signer, dates and hours of ordered military duty performed. The CoA must be legible and without corrections. When the employee will not receive pay, allowances and/or retirement points as compensation for ordered duty performed (such as duty with the unpaid New York guard), the CoA must so indicate.

7. submit a legible copy of a military pay voucher (MPV) with P# indicated in the top margin.

The MPV submitted must cover all dates of leave applied for (except necessary travel time). It must be submitted to the employee's supervisor (not later than three (3) months [or ninety (90) days] following the month) in which the leave ended. In order to ensure accurate filing and crediting of MPV submissions, a separate MPV submission is required for each leave. (If an employee has submitted a CoA which certifies that an employee did not receive compensation for ordered duty performed, the requirement for a MPV will be waived.)

8. respond within fifteen (15) days of a request from the Authority for any additional information or documentation.

## 5.2 APPLICATIONS FOR MILITARY LEAVE - DEPARTMENT REQUIREMENTS

When an employee applies for military leave, the department is required to:

1. maintain a supply of blank MLA's. The department can requisition forms through Distribution.
2. accept MLA's with or without orders.  
In the event that an employee notifies his/her department of an "emergency" leave by telephone, messenger or otherwise prior to a leave but is unable to submit an MLA, the department will collect the employee's MLA no later than the first day of the employee's return to work.
3. give each reservist a receipted copy of the MLA upon submission.  
In cases of extended leave, the department also must advise the employee when and where to report upon his/her return to work.
4. ensure that the MLA's are complete and accurate.
5. record usage in the employee's counters of paid working days, calendar days and unpaid working days (see suggested format of the "Department Record of Paid Military Leave Form" in Appendix C).
6. carry the employee in the appropriate attendance status based on MLA's.
7. accept any supporting documentation supplied by the employee upon his/her return to work and attach it to the back of the MLA.
8. facilitate photocopying of military documentation for employees.

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9. request an "ability to perform" medical examination for employees returning from extended leave or who were sick or injured while on military leave, consistent with applicable Authority rules.
10. pay an employee military allowances beyond 22 working days only if the employee had not been given the benefit of thirty (30) calendar days through the twenty-second (22nd) working day in the present calendar year (see Section 8.0, "Payment of Military Leave").
11. collect the employees' CoA's and MPV's to verify military attendance status for the dates of leave.
12. determine approval status of all MLA's (see Section 6.0, "What Days Will Be Approved") and take appropriate actions.
13. contact military units to verify information and documentation as appropriate.
14. initiate disciplinary actions and pay retractions for military leave policy infractions as appropriate.
15. monitor military leave expenditures and pay retractions.
16. refer investigations of suspected fraud to the appropriate designee of the department head.

5.3 WHAT DAYS ARE TO BE REQUESTED - EMPLOYEE REQUIREMENTS

Upon application, military leave for ordered military duty (plus necessary travel time) is available to reservists when such duty conflicts with their tours of duty at the Authority. Travel time must be included on the Military Leave Application (MLA) as "Ordered Military Duty." If it exceeds one (1) hour, the employee should specify "TRAVEL TIME times/dates" in red in the top margin on the MLA. This will alert the department that such times may not be accounted for by an employee's CoA's or MPV's.

Regular days off, vacation days, holidays and other leave days on which military duty is performed need not be applied for as military leave. They will be counted, however, as calendar days in calculating pay for the purposes of military leaves (see Section 8.0, "Payment of Military Leave").

When deciding what dates to apply for military leave, employees should bear in mind that they must return as specified in Section 7.0, "Returning to Work." If an employee needs clarification on what dates are allowable, he/she should contact the appropriate designee of the department head.

6.0 WHAT DAYS WILL BE APPROVED - MILITARY LEAVES

Approved status is granted to those days for which an employee applies for military leave and properly documents the performance of ordered military

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duty (and necessary travel time).

The employee must submit: a valid enlistment contract (or Oath of Office) within three (3) months [or ninety (90) days] of the date of this application, orders or a drill schedule upon receipt, and a CoA within five (5) days after leave, and a MPV to the department not later than three (3) months [or ninety (90) days] following the month in which the leave ended. If an employee submits a CoA which certifies that an employee did not receive pay, allowances and/or retirement points as compensation for ordered duty performed, the requirement for a MPV will be waived. Failure to submit the above items may result in disciplinary actions and/or pay retractions.

An employee will be considered Absent Without Leave (AWOL) from the Authority for all dates which are not approved.

#### 7.0 RETURNING TO WORK

Upon release from ordered military duty, the employee must return to work within the following maximum time limits, except when otherwise provided by law (e.g., in the case of hospitalization incident to military duty):

1. a reservist on leave for initial entry training of not less than twelve consecutive weeks must return within thirty-one (31) days after release from active duty for training.<sup>1</sup>
2. all other reservists must "report for work by the beginning of the next regularly scheduled working period after the expiration of the last calendar day necessary to travel from the place of training to the place of employment following such employee's release, or within a reasonable time thereafter if delayed return is due to factors beyond the employee's control."<sup>2</sup>
3. an active component service member must return within ninety (90) days after release from active duty.<sup>3</sup>

An employee who fails to return within these limits may face disciplinary actions and possible loss of reemployment rights. To take advantage of these provisions, an employee must use these maximum limits in deciding what days to apply for on each MLA.

#### 7.1 RETURNING FROM EXTENDED LEAVE

##### 7.1.1 RETURNING FROM EXTENDED LEAVE - EMPLOYEE REQUIREMENTS

An employee returning from extended leave (more than 60 days for NYCTA and MaBSTOA, and more than 30 days for SIRTOA) is required to:

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1. report directly to the appropriate designee of his/her department head.
2. bring orders (if not already submitted), CoA's, and MPV's to cover the period applied for, and supporting documentation to substantiate any dates not covered by the CoA's and MPV's.
3. be prepared to take a medical examination and commence work.

7.1.2 RETURNING FROM EXTENDED LEAVE - DEPARTMENT REQUIREMENTS

When an employee returns from extended military leave, the department is required to:

1. ensure that the employee gets paid properly from the time he/she reported to the department. This time is not to be charged to military leave.
2. collect orders, CoA's, MPV's and other supporting documentation.
3. determine the approval status of the leave (see Section 6.0, "What Days Will Be Approved - Military Leaves") and take appropriate action.
4. request medical examinations for employees who return from extended leaves [more than sixty (60) days for NYCTA and MaBSTOA, more than thirty (30) days for SIRTOA].
5. receive the aforementioned medical recommendation before allowing the employee to return to work.

8.0 PAYMENT OF MILITARY LEAVE

The Authority provides regular employees paid allowances "for any and all periods of absence while engaged in the performance of ordered military duty, and while going to and returning from such duty, not exceeding thirty (30) days or twenty-two (22) working days, whichever is greater in any one (1) calendar year and not exceeding thirty (30) days or twenty-two (22) working days, whichever is greater, in any one continuous period of absence."<sup>4</sup>

This benefit is subject to the documentation requirements of this P/I. The Authority pays military allowances only for regularly scheduled working days. Advance payment of military leave is unauthorized.

If all thirty (30) calendar days have been exhausted, but all twenty-two (22) working days have not, the working day balance will continue to be applied to ordered military duty performed on working days only until all twenty-two (22) working days are exhausted.

If all twenty-two (22) working days have been exhausted, but all thirty

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(30) calendar days have not, the calendar day balance will continue to be applied to every subsequent drill attended (working days as well as calendar days) until all thirty (30) days are exhausted. During this period, employees attending drills on working days will be excused under Military Leave with Pay.

When an employee has exhausted both the calendar and working day balances, the following leave usage options are available for ordered military duty: vacation, AVA's, OTO's, personal leave days, or military leave without pay.

8.1 PAYMENT OF MILITARY LEAVE - DEPARTMENT REQUIREMENTS

It is the responsibility of the department to:

1. ensure that employees are paid properly (see Section 8.0, "Payment of Military Leave") for military leaves.
2. keep a record of the dates of each reservist's calendar and working day usage by calendar year (see suggested format in Appendix C, "Annual Military Leave Record"). This record is based primarily on an employee's drill schedule and MLA's. The department must use this record to determine each employee's last paid working day.
3. record any scheduled working day on which military leave (whether with or without pay) is taken as both a calendar day and as either a working day with pay or working day without pay.
4. record any date on which military duty is performed as a calendar day.
5. never pay an employee military allowances for any day that is not a regularly scheduled working day.
6. if a leave extends from one (1) calendar year into the next, pay military leave allowances for that part of the leave beyond December 31st up to the limit "of thirty (30) calendar days or twenty-two (22) working days, which ever is greater in any one continuous period of such absence."<sup>4</sup> After reaching this limit, the employee must return to work before collecting any remaining paid military allowances for the new year. Beginning with January 1, the leave dates will be recorded on the new year's calendar and working day counters.
7. pay from holiday allowances those holidays that fall within dates of paid military leave. Employees may not save holidays which occur during military leaves.
8. ensure that contractual holidays which occur between dates of unpaid military leave without pay are carried as unpaid military leave, and not as holidays.
9. upon request, provide employees with information on their military leave working day and calendar day counter balances.

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10. charge military leave to the appropriate General Ledger accounts.
11. after appropriate notice of disapproved leave has been given to the employee, retract paid military allowances from any employee who fails to submit documentation of military leave within the prescribed time frame (see Section 5.1, "Applications for Military Leave - Employee Requirements"). After pay has been retracted, the department must reflect these changes in the calendar and working day counters, making the appropriate number of days available to the employee.

9.0 VETERANS' CONVENTION LEAVES

One leave of absence (including normal traveling time) per year will be granted to each eligible employee to attend annual state or national conventions of veterans' organizations .

9.1 ELIGIBILITY FOR CONVENTION LEAVES

In order for an employee to be eligible for a veterans' convention leave of absence:

1. the employee must be a member of any of the following named veterans' organizations: the Army and Navy Union of the United States of America, United Spanish War Veterans, Veterans of Foreign Wars of the United States, American Legion, Disabled American Veterans of the World War, Army and Navy Legion of Valor of the United States, Jewish War Veterans of the United States, Military Order of the Purple Heart, Catholic War Veterans, Italian War Veterans, Legion of Guardsmen, American Veterans of World War II (AM-VETS), Reserve Officers Association of the United States, Military Chaplains Association of the United States, Association of the United States Army, and other organizations composed of veterans of wars in which the United States has participated.
2. the employee must be duly designated as an official delegate to attend a state or national encampment of that organization.
3. if he/she is a member of more than one of said organizations, the employee shall be entitled to a leave of absence to attend the convention of only one such organization per year.

9.2 REQUESTS FOR VETERANS' CONVENTION LEAVES

9.2.1 REQUESTS FOR VETERANS' CONVENTION LEAVES - EMPLOYEE REQUIREMENTS

In order for an employee to be granted a veterans' convention leave of absence the employee must:

1. apply in duplicate on a Request for Leave of Absence With or Without

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Pay (Other Than Sick) form.

2. apply at least two (2) weeks in advance of the time when such leave is to take effect.
3. attach a letter by the post commander or next higher position under seal, certifying that in accordance with the by-laws of the organization the employee is an official delegate to the state or national convention. Such letter is to include convention dates and location.
4. obtain and, upon return, file with the Authority, through his/her department head, a certificate by the Secretary or other authorized official of the organization certifying that such employee was duly designated as an official delegate to said convention or encampment and, as such delegate, was in attendance thereat. This Certificate of Attendance (CoA) should include the address and phone number of the organization.

9.2.2 REQUESTS FOR VETERANS' CONVENTION LEAVES - DEPARTMENT REQUIREMENTS

When an employee requests a veterans' convention leave of absence, the employee's department is required to:

1. refuse convention leave to employees who are ineligible (see Section 9.1, "Eligibility for Convention Leaves").
2. refuse any application which is not made at least two (2) weeks in advance of the time when such leave is to take effect.
3. refuse any application which would impair the essential services of the transit system.
4. prior to the leave, collect the veterans' organization letter referenced in Section 9.2.1(3), "Requests for Veterans' Convention Leaves - Employee Requirements."
5. ensure that employees are paid properly for veterans' convention leave (see Section 9.3, Authority Payment of Convention Leave - Department Requirements").
6. upon the employee's return, collect the veterans' organization CoA referenced in Section 9.2.1(4), "Requests for Veterans' Convention Leaves - Employee Requirements."
7. determine approval status of all veterans' convention leave requests and take appropriate actions.
8. monitor convention leave expenditures and pay retractions.
9. initiate disciplinary actions and pay retractions for veterans' convention leave policy infractions as appropriate.
10. refer investigations of suspected fraud to the appropriate designee of the department head.

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9.3 WHAT DAYS WILL BE APPROVED - VETERANS' CONVENTION LEAVES

Approved status is granted to those days for which an employee applies and properly documents that the entire leave of absence is accounted for by veterans' convention attendance (and normal traveling time).

The employee must submit a CoA upon return from leave. Failure to submit the CoA may result in disciplinary actions and/or pay retractions.

An employee will be considered Absent Without Leave (AWOL) from the Authority for all dates which are not approved.

9.4 PAYMENT OF VETERANS' CONVENTION LEAVES - DEPARTMENT REQUIREMENTS

Leave of absence with pay will be granted for the period of attendance at a veterans' convention, including normal travel time if the employee is eligible (see Section 9.1, "Eligibility for Convention Leave") and if he/she fulfills his/her requirements (see Section 9.2.1, "Requests For Veterans' Convention Leaves - Employee Requirements"). Departments are required to pay, from holiday allowances, all holidays which fall within a veterans' convention leave. Holidays which occur during veterans' convention leaves cannot be saved.

10.0 GLOSSARY

active component - distinct from reserve component; active component personnel are issued active duty "green" identification cards even when they are not in a training status. An example of an active component service is the Regular Army.

Authority - NYCTA, MaBSTOA and SIRTOA.

calendar day - any day an employee performs military duty, regardless of whether it is a regularly scheduled work day (worked or unworked), regular day off, holiday, vacation day, etc.

Certificate of Attendance (CoA) - a signed certificate which lists dates and hours on which the employee performed military duty (see also requirements for CoA's in Section 5.1#6, "Applications for Military Leave - Employee Requirements") or attended a veterans' convention (see also requirements for CoA's in Section 9.2.1#4, "Requests for Veterans' Convention Leaves - Employee Requirements").

DD 214 - Department of Defense Form 214, Certificate of Release or Discharge from Active Duty.

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drill schedule - a published list of dates and times of a military unit's ordered training meetings.

extended leave - a leave of more than sixty (60) days for NYCTA and MaBSTOA, of more than thirty (30) days for SIRTOA.

initial entry training - a service member's first period of active duty which includes Basic Training. It is also known as Initial Active Duty for Training.

MLA - Military Leave Application.

MPV - military pay voucher. This category includes Certificates of Release or Discharge from Active Duty (DD Form 214's), and official forms used to amend military payroll errors and/or to award retirement points.

Oath of Office - an officer's oath of commission.

orders - documents issued by competent State or Federal authority certifying that an individual or military unit is ordered to perform military duty. (See also requirements for orders in Section 5.1#5, "Applications for Military Leave - Employee Requirements.")

ordered military duty - any military duty performed pursuant to orders issued by competent State or Federal authority.

ordinary leave - a military leave of absence of not more than sixty (60) days for NYCTA and MaBSTOA, of not more than thirty (30) days for SIRTOA.

P/I - Policy/Instruction.

reservist - a member of the United States Armed Forces Reserve, State National Guard or any other organized state militia.

retirement points - credits toward military pension.

transit system - NYCTA, MaBSTOA and SIRTOA.

working day - any day an employee requires excuse from regularly scheduled Authority work (whether with or without pay) to attend ordered military duty; every working day is also a calendar day.

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APPENDIX A

FOOTNOTES

- 1 - U.S. Code, Title 38, Part III, Chapter 43, Section 2024(c).
- 2 - U.S. Code, Title 38, Part III, Chapter 43, Section 2024(d).
- 3 - U.S. Code, Title 38, Part III, Chapter 43, Section 2021(a).
- 4 - New York State Military Law, Section 242, Paragraph 5.

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Name \_\_\_\_\_, \_\_\_\_\_ Pass No. \_\_\_\_\_  
Last, [Please Print] First

Title \_\_\_\_\_ RDO's \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_, 19\_\_\_\_  
week #1 (week #2)

Department \_\_\_\_\_ Location/RC# \_\_\_\_\_

REQUESTED ABSENCE FROM THE AUTHORITY

From \_\_\_\_\_, 19\_\_\_\_ : \_\_\_\_\_ AM  
Date Authority Start Time PM

To \_\_\_\_\_, 19\_\_\_\_ : \_\_\_\_\_ AM  
Date Authority Finish Time PM

PERIOD OF ORDERED MILITARY DUTY

From \_\_\_\_\_, 19\_\_\_\_ : \_\_\_\_\_ AM  
Date Military Start Time PM

To \_\_\_\_\_, 19\_\_\_\_ : \_\_\_\_\_ AM  
Date Military Finish Time PM

Military Unit \_\_\_\_\_ Branch of Service \_\_\_\_\_

Unit Address \_\_\_\_\_ Unit Phone ( ) \_\_\_\_\_

I request leave as indicated above. This application is complete and accurate.

\_\_\_\_\_  
Employee's Signature

<u>RECEIVED:</u> _____, 19____
Supervisor's Signature Pass No. Date

**NOTICE:** Employee must submit this completed form not less than: seven (7) days prior to leave - for leaves of one (1) to thirty (30) days; fifteen (15) days prior to leave - for leaves of thirty-one (31) to one hundred seventy-nine (179) days; and, thirty (30) days prior to leave - for leaves of one hundred eighty (180) days or more. The employee must submit: a valid enlistment contract (or Oath of Office) within three (3) months [or ninety (90) days] of the date of this application, orders or a drill schedule upon receipt and not later than five (5) days after leave, a Certificate of Attendance within five (5) days after leave, and a Military Pay Voucher to the department not later than three (3) months [or ninety (90) days] following the month in which the leave ended. Failure to submit these items may result in disciplinary actions and/or pay retractions.

DEPARTMENT MUST RETAIN ORIGINAL.



19 PAID MILITARY LEAVE RECORD (For 19\_\_ Unpaid Military Leaves, See Reverse)

DRILL DAYS	CAL DAYS	PAID WORKING DAYS	Good ETS	DS or Order	CoA Rec'd	MPV Rec'd	Approval Status	Manager's Initials	Date Pay Retracted	Date Pay Reinstated	Disciplinary Actions
	(1)	(1)									
	(2)	(2)									
	(3)	(3)									
	(4)	(4)									
	(5)	(5)									
	(6)	(6)									
	(7)	(7)									
	(8)	(8)									
	(9)	(9)									
	(10)	(10)									
	(11)	(11)									
	(12)	(12)									
	(13)	(13)									
	(14)	(14)									
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	(19)	(19)									
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	(22)	(22)									
	(23)	(23)**	**								
	(24)	(24)**	**								
	(25)	(25)**	**								
	(26)	(26)**	**								
	(27)	(27)**	**								
	(28)	(28)**	**								
	(29)	(29)**	**								
	(30)	(30)**	**								

LAST PAID WORKING DAY: \_\_\_\_\_

KEY: drill days in pencil; unpaid cal days in blue or black; paid cal days & all working days in red; ETS = end of time in service; DS = drill schedule; CoA = Certificate of Attendance; MPV = military pay voucher.

\_\_\_\_\_  
Last Name      First      Pass No.      Birth Date      Appointment Date      ETS Date



19

### UNPAID MILITARY LEAVE RECORD

[illegible]

KEY: drill days in pencil; unpaid cal days in blue or black; paid cal days & all working days in red; ETS = end of time in service; DS = drill schedule; CoA = Certificate of Attendance; MPV = military pay voucher.



# REQUEST FOR LEAVE OF ABSENCE WITH OR WITHOUT PAY (OTHER THAN SICK LEAVE)

Department \_\_\_\_\_ Division \_\_\_\_\_ Date \_\_\_\_\_ 19 \_\_\_\_

Print or Type Name — First

M I

Last

 \_\_\_\_\_, hereby request a leave of absence  
 from duty with/without pay in accordance with established procedures (TA Rule No. 170) \_\_\_\_\_  
 (Check or Insert Proper Rule No.)

 from \_\_\_\_\_ to \_\_\_\_\_ inclusive, being  
 \_\_\_\_\_ days \_\_\_\_\_ hours. Reporting point \_\_\_\_\_ Days off \_\_\_\_\_

Run or trick No. \_\_\_\_\_ Scheduled hours of work \_\_\_\_\_ A.M. P.M. \_\_\_\_\_ A.M. P.M.

Reason for absence \_\_\_\_\_

Signature \_\_\_\_\_

Title (Print or Type)

Pass or Payroll No

Rate of Pay

do not write in this space

Original Date of Appointment with NYCTA, MaBSTOA or Predecessor \_\_\_\_\_

 Absence With Pay During  
 Preceding 12 Months
DaysHours
 Absence Without Pay During  
 Preceding 12 Months
DaysHours

Vacation \_\_\_\_\_

Absence Without Leave \_\_\_\_\_

Holiday Allowance \_\_\_\_\_

Personal Business \_\_\_\_\_

Jury On Duty \_\_\_\_\_

Illness \_\_\_\_\_

Sick Leave \_\_\_\_\_

Other Causes \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_

Payroll No. \_\_\_\_\_

Remarks \_\_\_\_\_

Recommendation: for \_\_\_\_\_ Days \_\_\_\_\_ Hours

Signatures

(As per procedure in effect)

Title

19 \_\_\_\_

Title

19 \_\_\_\_

Title

19 \_\_\_\_

Title

19 \_\_\_\_

Leave of Absence

 Approved ☐ Disapproved ☐ \_\_\_\_\_, \_\_\_\_\_, 19 \_\_\_\_

Title

Remarks: