

Military Donated Leave Process

Employee Called to Active Duty

- Receive active duty orders
- Notify agency HR of Orders **1**
- Deliver orders to agency HR office

Agency HR Office

- Meet with deployed employee to review MDLP packet and complete necessary forms
- Process donation **7** and participant forms **2**
- Deliver participant and donation forms to agency payroll office

Donor

- Fill out Donation Authorization form **6**
- Deliver to agency HR office

Agency Payroll Office

- Enter donation and participant information into MDLP distribution worksheet
- Process donation in state payroll system **8**
- Verify participant's current month LES has been received. **3**
- Send distribution worksheet to DAS HRSD at the end of each month **4**
- Process lump sum payments as defined by DAS payout reports
- Submit reimbursement request to agency accounting staff

DAS HRSD

- Combine statewide data and produce agency-specific payout reports **5**
- Electronically deliver payout reports to affected agencies and DAS OBA

Agency Accounting Office

- Complete request for reimbursement
- Send to DAS OBA

DAS OBA

- Verify agency request for reimbursement
- Process reimbursement to agency

MILITARY DONATED LEAVE PROGRAM

AGENCY PROCESS – EMPLOYEES CALLED UP TO ACTIVE DUTY

1. Notify all employees that anyone who receives written or verbal military orders to contact their agency HR office as soon as possible. Establish a process that ensures employees receive a packet whether they meet with HR or not. Employees must receive all documents in the packet. The Participant packet is available on the HRSD web site at: <http://www.oregon.gov/DAS/HR/militarydonatedleave.shtml>
2. Employees who are deployed must be added to the distribution worksheet with or without a completed Participant Worksheet. The agency HR Office needs to provide the Payroll Office with information required on the worksheet for each employee. Add employee information to the statewide pool worksheet.
3. Add employee information to the statewide participant pool worksheet. Before program funds can be disbursed to a participant, the employee must verify military pay with a copy of their current LES (Leave and Earnings Statement). Participants must continue to provide a copy of their LES each month as long as they are participating in the program. If a monthly LES is not received, funds are retained but payment is withheld/not issued

When monthly LES is received, the agency payroll office will update the MDLP distribution worksheet to reflect the LES received for that month and record the amount of the military pay.

4. Send MDLP distribution worksheets to Patricia Cuno at patricia.cuno@state.or.us Worksheets must be received in DAS/HRSD no later than the second run payroll for each month. Agencies with no participant or donor information for any given month must notify Patty Cuno at the above email address.
5. DAS/HRSD will import data from all agency MDLP distribution worksheets to calculate and define payout amounts. HRSD will e-mail payout reports to agency payroll offices and DAS/OBA.

MILITARY DONATED LEAVE PROGRAM

AGENCY PROCESS – EMPLOYEE DONATION

6. Notify employees that donation authorization forms can be found at <http://oregon.gov/DAS/HR/militarydonatedleave.shtml>
7. If the donation is to a specific individual in another agency, verify with the named individual's agency that the participant has elected to receive individual donations rather than pooled donations. If they have chosen the pool, please notify the donor to see if they'd like to donate to the pool.

Record necessary information, sign the authorization form, and forward to your agency payroll office.

8. Agency payroll office should ensure that the donating employee has adequate accrued hours to cover the donation. If not, return to HR office for resolution.

For donations that specify hours of leave be donated over a specific time period, agencies are to deduct only the hours available for the current month from the employee's accrued leave account.