

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

October 15, 1991

HUMAN RESOURCES MEMORANDUM 41-91

TO: All Commissioners, Agency Heads, Directors of
Administrative Services, Personnel Officers

SUBJECT: Crediting July Closure Days for Employees Returning
From Desert Shield/Storm

We have received notification from the U.S. Department of Labor, Office for Veterans' Employment and Training that the Federal Veterans' Reemployment Statute requires the State to credit employees returning from a military service leave, such as Desert Shield/Storm employees, for any of the July closure days that they would have taken off without pay, had they not been on military leave.

The statute protects the rights of these employees by requiring the employer to treat the veteran as if he/she never left employment. Even though these employees were on leaves of absence, the statute requires a reconstruction of all that would have happened to the employee if the employee had remained in civilian employment.

Please take immediate action to credit all such employees with the appropriate TEMPOFF hours. This must be done by submitting a memorandum to Accounts and Control Payroll, detailing the employee(s) for whom credit should be given and the number of hours that must be credited. Accounts and Control will make a non-pay entry for these TEMPOFF hours so that credit will be given.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES