

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES  ADMINISTRATIVE DIRECTIVE	AD NO: 03.14 DATE: March 3, 2023 SUBJECT: Personnel TITLE: Military Leave FOR PUBLIC RELEASE: Yes
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- I. Reference: Anne Arundel County Code, 2005 § 6-1-305; Memoranda of Understanding between Anne Arundel County and the Fraternal Order of Detention Center Officers and Personnel, Inc., AFSCME Local 2563, AFSCME Local 582, Teamsters Union Local 355, International Union of Police Associations, Local 141
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the scheduling and use of military leave.
- IV. Policy: It shall be the policy of the AACDDF to authorize employees who are members of the United States Military Organizations leave with pay in accordance with the County Code and applicable Memoranda of Agreements for military training in any one calendar year.
- V. Procedure:
- A. Each employee who is a member of a U.S. Military Organization and who is obligated to serve shall be required to submit his/her annual orders to his/her Supervisor by January 15 of each calendar year. The orders shall specify the dates of all scheduled training for the coming year. The orders shall be forwarded to the employee's personnel file and a copy maintained for the shift.
  - B. The employee shall advise the Supervisor of the name of his/her Commanding Officer (CO) and the telephone number where the CO can be contacted to verify the orders.
  - C. The Supervisor shall contact the CO, if necessary, and discuss the orders to ensure an understanding of the employee's obligations. Specific attention is to be paid to weekend obligations to determine if this can be completed during any other weekend in a month that does not conflict with work obligations.
  - D. The employee shall advise the Supervisor by January 15 of any training or activity for which the employee has volunteered. If the employee's absence creates a staffing shortage, the Supervisor shall discuss the situation with the CO to determine whether the volunteer activity has created an obligation on the part of the County to allow the employee to attend the additional training; or whether the

County may prohibit the employee from participating in the volunteer activity due to staff shortages.

- E. Any changes to an employee's orders shall immediately be brought to the Supervisor's attention and be verified by the Supervisor before the employee shall be authorized off.
- F. The Supervisor shall document all communication with the employee's CO and forward a copy to the employee's personnel file. A copy shall be maintained for the shift.

This policy shall be reviewed at least annually and revised as necessary.

  
Christopher Klein  
Superintendent

Rescinds: AD 3.14 dated September 20, 2004  
AD 03.14 dated September 9, 2011