

# Supplemental Military Pay

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## What is MIL?

- Eligible employees receive regular pay for the first 30 days of active duty per fiscal year.
  - The 30 day period is cumulative.
  - A fiscal year is from July 1 to June 30.
  - ACO Payroll does not track MIL; therefore the departments need to track the employee's total leave in calendar days within a fiscal year.
  - If the employee's leave is longer than the 30 day period they will need to use their leave banks (i.e. vacation, comp time, annual leave, and holiday).

## Who is eligible for MIL?

- All employees, officers and elected officials of the County of Riverside and its districts who have been employed for 1 year and are called up to active duty or ordered duty.
  - Weekend drills are not considered active duty, or ordered duty. Weekend drills are usually Saturday and Sunday. If an extended weekend drill includes Thursday, Friday, and/or Monday the reservist should be allowed to count the extra days, other than Saturday and Sunday, as part of the 30 calendar days they are allowed for MIL.
  - Employees whose regular schedule includes Saturday and Sunday are allowed to include a Saturday and/or Sunday as part of their 30 calendar days for MIL.

## What do I send to ACO Payroll for MIL?

- Nothing, ACO Payroll does not need LOA forms, military orders or a LES (military pay stub) when an employee is on leave during the 30 day period. **However, the approved LOA request and military order should be forwarded to Human Resources.**

## What is MLA / MLP?

- MLA—Military Leave Accrual
- MLP—Military Leave Pay
- Eligible employees will receive the difference between their County pay and their Military pay for up to 335 days (beyond the initial 30 days of MIL).
  - MLA is keyed in Time and Labor by the Dept Rep
  - MLP is keyed by ACO Payroll once the employees pay difference is calculated.

## Who is eligible for MLA/MLP?

- All employees who have been employed for 1 year that are called up for active duty due to the "War on Terror".
  - Most orders will state "Operation Iraqi Freedom" or "Enduring Freedom".

### **What do I send to ACO Payroll for MLA/MLP?**

- Submit a copy of the approved LOA form, Military orders and the most current LES (military paystub) ASAP so that we can calculate the employees pay.