

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: FLEETLINK	DATE ISSUED: 3-01-00 REVISED: REVIEWED: 3-1-19	EFFECTIVE DATE 3-01-00	POLICY NO: FL-5
TITLE: ACTIVE MILITARY LEAVE – FLEET LINK PROGRAM			PAGE 1 OF 1

Fleet Link members that are called to active military duty will be granted an exemption from the written 30-day notice that is required for a member to be released of their vanpool obligations. If a member is called to active duty they will not be required to pay for the next 30-day period or any period that they remain in active duty status. A member called upon for active duty, should provide as much notice to the vanpool coordinator as possible.

In addition, the authorized driver that has been called to military duty will retain their seat on the vanpool, without payment, until such time as that authorized driver is released from active duty. The authorized driver should notify the vanpool of their expected return date within 30 days after release from active duty. The vanpool must keep the driver's seat available for 90 calendar days beyond the date active duty status ends.