

Military Leave Request Form

The federal fiscal year for Military Leave is October 1st- September 30th

EMPLOYEE INFORMATION:			
Please print and complete all sections to avoid processing delays.			
Employee Name:		Person Number:	
Department Name:		Home/Cell Phone:	
Personal Email Address:			
What are your regularly scheduled days <u>and</u> total hours per day:			
S _____ M _____ T _____ W _____ TH _____ F _____ S _____ Other: _____			
Full/Part-Time:			
Full-Time: Part-Time: Standard Weekly Hours: _____			

Authorized Training or Duty: An employee called to active duty or authorized training as a member of the State Military Forces, any of the reserve components of the U.S. Armed forces, or of a state or federally authorized urban search and rescue team is entitled to a paid leave of absence from their respective duties for up to 15 working days in a federal fiscal year (October 1st – September 30th).

Employees may use, but are not required to use any combination of paid leave- including compensatory time, FLSA-compensatory time or vacation leave to maintain benefits or elect to be placed on leave without pay or any combination of paid and unpaid leave.

Start date of Authorized Training or Duty: _____ **End date of Authorized Training or duty:** _____

Please indicate the number of workdays that will be affected during your Authorized Training or Duty: _____

Military Leave during a National Emergency: A member of the National Guard or any reserve branch of the United States Armed Forces called to active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the 15 working days of paid military leave.

Employees may use, but are not required to use any combination of paid leave- including compensatory time, FLSA-compensatory time or vacation leave to maintain benefits or elect to be placed on leave without pay or any combination of paid and unpaid leave.

Start date of Military Leave during a National Emergency: _____

End date of Military Leave during a National Emergency: _____

Please indicate the number of workdays that will be affected during your Authorized Training or Duty: _____

You may also be eligible for military “differential pay” if your military pay (excluding combat zone, hardship duty pay, and family separation pay) is less than your state gross pay. To enable Leave Administration to calculate differential pay, you will need to submit a copy or a bi-weekly Leave and Earnings Statement (LES) that indicates the total compensation that you will receive and also reflects a date of receipt that follows your active duty date. Should you be eligible for differential pay, you are requested to forward an updated LES to Leave Administration each time your military pay is adjusted.

Military Pay Differential (Must submit the Military LES) **From:** _____ **To:** _____

Call to Active State Duty: An emergency leave of absences with full pay to be provided to employees called by the Governor of Texas to active duty as a member of the state military forces because of a state emergency, without loss of paid military or annual leave. This time does not count against the 15 days of maximum military leave, nor is the employee required to use vacations.

Start date of Call to Active State Duty: _____ **End date of Call to Active State Duty:** _____

Please indicate the number of workdays that will be affected during your Authorized Training or Duty: _____

For information regarding your health benefits while you are on military leave please contact the Employee Benefits Division at 214-648-9830 or via email, benefits@utsouthwestern.edu .

For more information regarding Military Leave please reference the links below or contact Leave Administration at 214-648-9840 or via email, leaveadministration@utsouthwestern.edu.

EMP-259 Military Leave (Paid)

<http://www.utsouthwestern.net/intranet/administration/policy-library/handbook/chapter-09/emp-259-military-leave-paid.html>

IMPORTANT INFORMATION

- An employee called to military active duty or authorized training is entitled to a paid leave of absence for up to 15 working days in a federal fiscal year (October 1st through September 30th). A maximum of up to 15 days may be carried over into the next fiscal year.
- The work schedule of any employee who is a member of the state military forces or the reserve components of the U.S. Armed Forces must be adjusted so that two (2) of the employee’s days off each month coincide with two (2) days of military duty to be performed by the employee, in order to facilitate participation in military duties by state employees.
- If an employee is called for up to 30 days of military duty they should provide a verbal or written notice to their supervisor as soon as possible.* The supervisor shall provide the notification to Leave Administration as soon as practicable.
- If an employee is called for 31 days or more of military duty they must provide copies of the military orders to his or her supervisor after taking the military leave, or as soon as practicable. The supervisor shall provide a copy of the military orders to Leave Administration as soon as practicable.
- Accurate records of military leave taken will be retained in the employee’s departmental file and in the files maintained by Leave Administration within Human Resources. If the employee is on military leave for one (1) calendar month or more, accurate records of state service credit will also be maintained.

*UT Southwestern requests that notice be provided at least 30 days prior to departure for uniformed service when it is feasible to do so.

By my signature below, I affirm that the information provided herein, and all other information I provide to UT Southwestern pertaining to my Military Leave, is accurate, complete and not misleading in any way. **I understand that knowingly providing UT Southwestern false or misleading information relating to my Military Leave request could result in disciplinary action, up to and including termination or non-renewal of appointment.**

Employee’s Name:		Date:	
Employee’s Signature:			
Supervisor’s Name:		Date:	
Supervisor’s Signature:			
Dept. Administrator’s Name:		Date:	
Dept. Administrator’s Signature:			

Office of Human Resources – Leave Administration
leaveadministration@utsouthwestern.edu

Phone: 214-648-9840

Fax: 469-694-8424