

To:

From:

Date:

Subject: Military Leave

This memo acknowledges receipt of your request for military leave for active duty. It is understood that your leave will start effective (date).

If you have not completed 30 calendar days of active duty or required training during the last two federal fiscal years (Oct 1-Sept 30), you are eligible for compensation for any unused portion of that time. Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty, Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor and submit copies of your military orders to him or her as soon as practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a Reservist, a member of the National Guard, or of another Armed Forces branch, you are granted time off without pay for active duty or required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

The first section of the attached "Military Leave of Absence Form" should be completed by you and your direct supervisor. If possible, an appointment should then be made with the ASU Main HR Benefits Office at 480/965-2701 or ASU West Human Resources at 602/543-8400 to complete the remainder of the form, arrange for continuance of any benefits you might select, and arrange for your last payroll check disposition prior to active duty.

When you return from active duty, it is important to contact your supervisor and the campus Human Resources Office to exercise reemployment rights outlined in the attached informational bulletin. Additional information is also available on the ASU Human Resources web page <http://www.asu.edu/hr> or the Employer Support for Guard & Reserves web site at <http://www.esgr.org>.

We look forward to having you rejoin the ASU community.

ENC: SPP 706 or ACD708 Military Leave  
SPP 702-01 Vacation Leave, if applicable  
SPP 404-04 Overtime, if applicable

# Military Leave of Absence Record

**Note:** Use of this form is recommended for all *extended* training and military leave orders. (other than two-week annual training).

**Section One**      *To be completed by employee and department head, manager or supervisor.*

Employee's Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

ASU ID #: \_\_\_\_\_

Branch of Service:  Army  Navy  Marines  Air Force  Army Reserve  
 Coast Guard  National Guard  Other \_\_\_\_\_

Employee Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Department Head or Supervisor: \_\_\_\_\_

Dept. Phone Extension: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Date ASU was notified employee was leaving for military duty: \_\_\_\_\_

Name of military headquarters issuing orders: \_\_\_\_\_

Order Number: \_\_\_\_\_ Date ordered to report for active duty: \_\_\_\_\_

Date of orders: \_\_\_\_\_ Anticipated length of ordered duty: \_\_\_\_\_

Please attach copy of military orders if available.

***Note: Department is responsible for Leave of Absence change on HRMS Screen 3.***

Current Vacation Leave balance: \_\_\_\_\_ hours

Compensatory Time balance: \_\_\_\_\_ hours

Sick Leave balance: \_\_\_\_\_ hours

Base Compensation at the time of military leave: \$\_\_\_\_\_ per \_\_\_\_\_

Has all salary due been paid to employee by last day of work:  Yes  No

Did employee request pay for vacation pay to be distributed after his/her 30 working days while on military leave OR will be held until employee returns:

Held in vacation bank  Distributed after 30 working days Employee Initials: \_\_\_\_\_

Person to be in contact with while employee is on military leave:

Name: \_\_\_\_\_ Relationship:  Parent  Child  Other: \_\_\_\_\_

## Military Leave of Absence Record (Page two)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

**Note: If the above contact information changes, contact ASU Main Human Resources at 480-965-2701 or ASU West Human Resources at 602-543-8400**

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Section Two**        ***To be completed by ASU HR Benefits Staff.***

Refer to SPP 706, Military Leave and ACD 708, Military Leave; SPP 702-01 Vacation Leave and SPP 404-04 Overtime, as applicable.

What retirement system covers the employee?

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Arizona State Retirement System    | Contact: 602-240-2000 |
| <input type="checkbox"/> Public Safety Personnel Retirement | Contact: 602-255-5575 |
| <input type="checkbox"/> Valic Optional Retirement          | Contact: 602-674-2600 |
| <input type="checkbox"/> The Vanguard Group                 | Contact: 800-523-1188 |
| <input type="checkbox"/> TIAA/CREF Optional Retirement      | Contact: 800-842-2776 |
| <input type="checkbox"/> Aetna Optional Retirement          | Contact: 602-328-8623 |
| <input type="checkbox"/> Fidelity Optional Retirement       | Contact: 800-343-0860 |

List any other benefits employee qualifies for at time of leaving for military duty.

Medical Insurance:

If medical insurance is discontinued, what is the last day of coverage? \_\_\_\_\_

Will ASU pay for any additional benefits such as medical insurance premiums? \_\_\_\_\_

COBRA? \_\_\_\_\_

Do HRMS records indicate "Military Leave of Absence"? \_\_\_\_\_

If No, department notification required to change screen 3 on HRMS system.

ASU HRD Representative: \_\_\_\_\_ Date \_\_\_\_\_

Employee should communicate with the department supervisor or department head shortly after returning from active duty even if employee is not ready to return to work. This is necessary to give planning time to accommodate employee on date of return to work.

Provide Employee with applicable policy depending on employment category:

\_\_\_ SPP Policy 706, Military Leave or \_\_\_ ACD 708, Military Leave

\_\_\_ SPP 702-01 Vacation Leave

\_\_\_ SPP 404-04 Overtime

Copy: Human Resources Benefits, Payroll, Department file, HR personnel file