



OHR end-user documentation overview

# Employee Military

ASU Leave | Non-FLMA

Benefits Design and Management  
Office of Human Resources



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<b>Purpose</b>	This document outlines the basic information you will need in order to approve and process an employee's request for the following type of leave: <b>Employee Military- ASU Leave   Non-FMLA</b>
<b>Objectives</b>	After reading this guide, you will be able to determine an employee's eligibility for leave and complete the appropriate leave paperwork.
<b>Overview</b>	The forms required for leave administration have been designed to provide the mandated information required by ASU policy and/or federal regulations.
<b>Employee eligibility</b>	<b>Classification:</b> <ul style="list-style-type: none"><li>• Faculty</li><li>• Academic professional</li><li>• Administrator</li><li>• University staff</li><li>• Classified staff</li><li>• Student worker</li><li>• Postdoctoral scholar</li><li>• Teaching assistant</li><li>• Research assistant</li></ul> <b>Employment type:</b> <ul style="list-style-type: none"><li>• Regular</li><li>• Long-Term temporary</li></ul> <b>Working hours:</b> <ul style="list-style-type: none"><li>• Full time</li><li>• Part time</li></ul>
<b>Reason for leave of absence</b>	An employee is eligible for leave for the following reasons: For voluntary or involuntary active duty or training in any branch of the uniformed services.
<b>Duration of leave of absence</b>	An employee may perform service in the uniformed services for a cumulative period of up to five years and retain reemployment rights with ASU. For exceptions, contact the OHR Disability and Leaves Program Management Unit.



## Definitions

### Uniformed Services:

U.S. Army, U.S. Navy, U.S. Marine Corps, U.S. Air Force, U.S. Coast Guard, U.S. Army National Guard, Air National Guard, and the U.S. Public Health Service Commissioned Corps.

### Leave of absence:

A paid or unpaid employment category designating that an employee is in a nonwork status.

### Leave benefit plan:

A benefit — e.g. vacation, sick or parental leave benefit — that compensates the employee when he/she is absent from work.

## Step 1 Determine leave process

In order to effectively manage leaves, it is important to understand the process in your particular dean or vice provost area.

### Centralized

One person — e.g. a department leaves representative, a BOM, a data time administrator, or an HR manager — handles all aspects of the process for your dean or vice provost area.

### Decentralized

Each separate division — office, unit, department or team — within your dean or vice provost area handles the entire process for the employees in that particular section.

### Hybrid

The process is handled individually by each separate division but channeled through one main authority in your dean or vice provost area.

## Step 2 Receive or issue leave of absence request form - employee military ([PDF](#))

When the need for leave is foreseeable, an employee is required to give at least a 30-day written notice. If the leave is required due to an unforeseeable event, the employee must provide as much notice as is practicable under the circumstances.

- Department receives leave of absence request form — employee military.  
-or-
- Department issues leave of absence request form — employee military.
- In the case of employee's inability to complete the necessary paperwork, the department leaves representative should complete the form immediately upon determining the employee will be absent for this purpose.
- Complete the employee and/or supervisor sections, as applicable.



- Indicate date form issued to employee on copy and place in employee’s leave file.  
**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
- Fax copy to Disability and Leaves Program Management Unit at 480-993-0007.

**ASU LEAVE OF ABSENCE REQUEST FORM  
EMPLOYEE MILITARY LEAVE**

**EMPLOYEE COMPLETE - SUBMIT TO SUPERVISOR OR DEPARTMENT LEAVES REPRESENTATIVE**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee 10-digit ID Number: \_\_\_\_\_

Requested Dates: From: \_\_\_\_\_ (first day of leave) To: \_\_\_\_\_ (proposed return to work date)

Type of Leave Requested:  Annual Training  Active Duty Branch \_\_\_\_\_

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

Order Number: \_\_\_\_\_ Date of Order: \_\_\_\_\_

Date to report for active duty: \_\_\_\_\_ Anticipated length of duty: \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR MILITARY ORDERS**

ASU policy allows for unpaid military leave of absence for a period not to exceed 30 calendar days in a two consecutive...

### Step 3 Issue the ASU employee military leave designation notice [\(PDF\)](#)

- Complete and mail to employee within five business days.
- Indicate date form given to employee on copy and place in employee’s leave file.  
**Important:** Confidential leave and medical information must be kept in a separate file from the department personnel files. Departments will be audited periodically to ensure compliance.
- Fax copy to Disability and Leaves Program Management Unit at 480-993-0007.



 **ASU LEAVE DESIGNATION NOTICE  
EMPLOYEE MILITARY**

DATE: \_\_\_\_\_ Employee 10-digit ID: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
College or Department Name \_\_\_\_\_ College or Department Number \_\_\_\_\_

**FAX THIS FORM TO: HR DISABILITY & LEAVES PROGRAM MANAGEMENT UNIT AT 480.993.0007**

Dear \_\_\_\_\_

▶ This Notice acknowledges receipt of your request for military leave. You will be granted a leave of absence for the designated period of military service in accordance with applicable federal and state laws. It is understood that your leave will start effective \_\_\_\_\_

▶ ASU policy allows for a paid military leave of absence for a period not to exceed 30 calendar days in any two consecutive federal fiscal (October 1-September 30) years.

#### Step 4 Begin ADA case management process

If the employee has a disability that incurred in, or was aggravated during, the period of service, the deadline for reinstatement to employment may be extended up to two years. ASU must make reasonable efforts to accommodate such a disability and to help the employee become qualified to perform the duties of the reemployment position.

The department must contact an Americans with Disabilities Act consultant, at extension 5-9695 prior to taking any termination action.

#### Step 5 Complete the leave of absence status change form ([PDF](#))

Issue this form **in the pay period** any of the following events occur.

- The duration of leave period changes.
- The type of leave changes.
- The pay status changes.
- The employee returns to work.
- Fax to Disability and Leaves Program Management Unit at 480-993-0007.
- Indicate the date faxed and place in employee's leave file.

**Important:** Confidential leave and medical information must be kept in a secured and separate file from the department personnel files. Departments will be audited periodically to ensure compliance.



## LEAVE OF ABSENCE STATUS CHANGE FORM

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee 10-digit ID Number: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

**CHANGE LEAVE DATE**      Revised Leave Begin Date: \_\_\_\_\_

   Revised Return to Work Date: \_\_\_\_\_

**CHANGE LEAVE TYPE**      EFFECTIVE DATE: \_\_\_\_\_

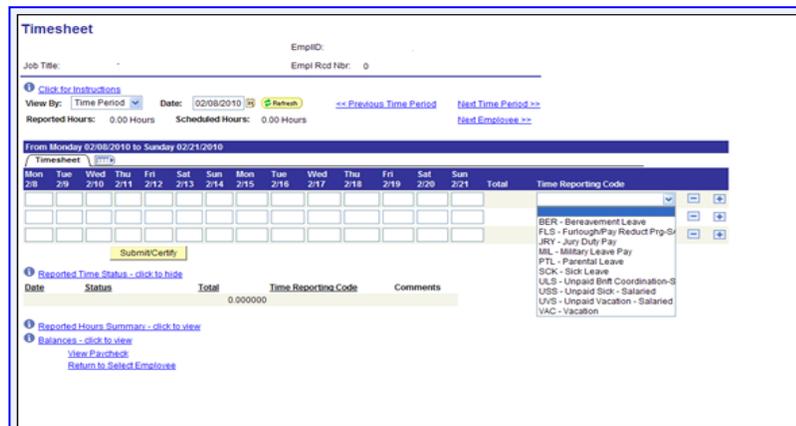
<p>From:</p> <p><input type="checkbox"/> FMLA</p> <p><input type="checkbox"/> FMLA: Workers' Compensation</p> <p><input type="checkbox"/> Extended Leave (Staff)</p> <p><input type="checkbox"/> Extended Leave (Staff): Workers' Compensation</p> <p><input type="checkbox"/> Health Related Leave (Faculty/sick)</p> <p><input type="checkbox"/> Leave Without Pay (Faculty)</p> <p><input type="checkbox"/> Leave Without Pay (Faculty): Workers' Compensation</p> <p><input type="checkbox"/> Parental</p> <p><input type="checkbox"/> Military</p>	<p>To:</p> <p><input type="checkbox"/> FMLA</p> <p><input type="checkbox"/> FMLA: Workers' Compensation</p> <p><input type="checkbox"/> Extended Leave (Staff)</p> <p><input type="checkbox"/> Extended Leave (Staff): Workers' Compensation</p> <p><input type="checkbox"/> Leave Without Pay (Faculty)</p> <p><input type="checkbox"/> Leave Without Pay (Faculty): Workers' Compensation</p> <p><input type="checkbox"/> Parental</p>
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### Time reporting

The employee should already have completed the request-for-time-off form — or used the department’s alternative request process — and the leave should be approved. The department leaves representative or department time administrator is then responsible for recording an employee’s leave hours while the employee is absent from work.

To record time in HRIS, follow these steps.

1. Manager self service
2. Time management
3. Report time
4. Timesheet
5. Click: Get Employees
6. Select employee
7. View Time Period
8. Enter the number of hours of eligible time daily. See image below.





Description	Pay Code	
<b>Military, paid</b>	MIL (salaried) MIP (hourly)	Use for any of the 30 days of paid military time the employee has available.
<b>Compensatory time, paid</b>	CTH (hourly)	An employee may use any available time to remain in a paid status.
<b>Vacation, paid</b>	VAC (salaried) VAH (hourly)	
<b>Unpaid vacation</b> <b>Unpaid vacation</b>	UVS (salaried) UVH (hourly)	Use only when an employee has both paid and unpaid time in the same pay period — e.g. 50 hours VAC and 30 hours UVS.  Because the employee is still in an active paid status, a salaried employee would continue to be paid full salary if the unpaid sick code is not used.
<b>If an employee has no paid hours available in a pay period, issue the leave of absence status change form and report no hours.</b>		

### More information

#### Contact

[OHR Benefits Design and Management](#)  
[Disability and Leaves Program Management Unit](#)

**For department use only**  
**Your Leaves Management Partner**  
[/cfo.asu.edu/hr-benefitspartners](https://cfo.asu.edu/hr-benefitspartners).

Email [HR\\_Disability@asu.edu](mailto:HR_Disability@asu.edu)



## Process checklist

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**Forms and  
Policy references**

**ACD policies**

[704-02 Vacation leave-fiscal year appointment](#)  
[707 Leave of absence without pay](#)

**SPP policies**

[404-04 Overtime](#)  
[702-01 Vacation leave](#)  
[705-01 Extended leave of absence](#)

**Forms**

**Generic to all leaves.**

[Leave of absence status change form](#)

**Specific to employee personal.**

[Leave of absence request form — employee military](#)  
[Designation notice — ASU Leave](#)