

MILITARY LEAVE



III. Health, Dental and Vision Benefits

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VI. Employee Responsibilities

Provide 30 days advance notice to your immediate supervisor. If 30 days notice is not practicable, notice shall be given as soon as the event necessitating the leave becomes known. Situations with extenuating circumstances will be handled on a case -by- case basis.

Submit the following required documentation to your immediate supervisor at the time leave is requested:

- x [Leave Request Form \(.pdf\)](#) (check the appropriate military leave box)
- x Written documentation from the military certifying a call to active duty or notification of an impending call to active duty.

Notify your immediate supervisor as soon as you know your release from active duty date. Written documentation shall be provided to your supervisor no later than the day of returning to work.

VII. Department Responsibilities

The appropriate administrator/supervisor will:

- x Inform an employee of their rights under Military Leave and provide the employee with a [Leave Request Form \(.pdf\)](#). Forms are available in University Personnel or on the [Leave Programs](#) webpage. Forms must be filled out completely and submitted to the Leave Program Manager.
- x Contact the Leave Program Manager upon request from an employee for Military Leave or after becoming aware that an employee may need Military Leave to review and document the leave request