



MILITARY LEAVE PRE-DEPARTURE FORM

Revised 08/2023

This form is to be completed by the departing employee as soon as possible prior to departing for extended military duty. Please forward official orders/schedules along with this completed form to the Office of Human Resources (OHR).

NAME:

PERSONNEL #:

DIVISION:

AREA/ASSIGNMENT:

PURPOSE OF ORDERS: *Select one.*

(A) Active duty in a combat zone or area of direct combat support, departing on

(C) Training/Drill, departing on

(B) Active duty in response to a declared emergency, departing on

(D) Other duty (non-emergency and non-combat), departing on

MILITARY LEAVE ACCRUAL CYCLE: *This is a one-time election which cannot be changed. If this is your first time taking military leave, your selection below will apply to all future military leave. If you have taken military leave in the past, but are unsure which accrual cycle you chose, contact OHR or your area's Time Administrator.*

MILITARY LEAVE USAGE: *Specify if you would like to use the military leave you are granted each accrual cycle. If you are unsure of your balances, contact OHR or your area's Time Administrator. Select as many options as you prefer (as applicable).*

Use all available basic military leave (max 15 days per accrual cycle).

Use all available active duty military leave (max 30 days per accrual cycle). *Only if orders are type (A) or (B), above.*

Don't use my military leave. *Military leave expires if not used within 12 months of accrual; it does not roll over.*

Use a portion of my military leave and save the rest. *Specify below.*

PERSONAL LEAVE USAGE: *Specify if you would like to use your accrued personal leave. Select as many options as you prefer (as applicable).*

Use all available annual leave. *Max 30 days per calendar year if orders are type (C) or (D), above. Max 45 days per calendar year if orders are type (A) or (B), above.*

Use all available sick leave. *Only if orders are type (A) or (B), above. Max 90 days per calendar year.*

Use all available compensatory leave (holiday comp and comp time).

Don't use my personal leave.

Use a portion of my personal leave and save the rest. *Specify below.*

By signing below, I indicate my understanding of the following:

- "Days" of leave are based on your *average* workday in a 5-day Mon-Fri workweek, not calendar days or scheduled shifts. For example, for a 40-hr/week employee, one *average* workday is equivalent to 8 hours, though they may work 10 or 12-hr shifts.
- Once the paid leave types you elected to use are exhausted (or if they are unavailable), you will be placed on leave without pay (LWOP). You will be billed for outstanding benefits premiums while on LWOP.
- Contact the OHR Benefits Administrator if you would like to suspend your benefits coverage while on extended military leave.

DEPARTING EMPLOYEE'S SIGNATURE:

DATE: