Military Leave Procedures

1. Notify immediate supervisor as early as possible so that scheduling arrangements can be made. The employee shall also notify the Human Resources Department within three (3) days of receipt of orders and shall submit a copy of the official orders.

2. Complete Request for Military Leave Form.

3. Secure signature of the principal or supervisor.

4. Submit Leave Form and copy of official orders to Human Resources Department.

5. Human Resources Department will provide a copy of the completed and approved Request for Military Leave to the principal.

***BPSP Policy GBRID – Military Leave
REQUEST FOR MILITARY LEAVE

Directions: Shall notify Human Resources within three (3) days of receipt of orders and shall submit to Human Resources Department a copy of the official orders.

Name: _____________________________________________ BPSB Employee ID Number: _____________

Address: ___________________________ Work Phone: _____________ Home No. __________ Cell No. __________

Street

City ___________________________ State __________ Zip __________ Email: ___________________________

Job Title: ___________________________ Job Location: ___________________________

Number of Days Requested __________

Begin On: _________________________ End On: _________________________

Month    Day    Year    Month    Day    Year

Military Leave (An employee called to active duty upon return must apply for reinstatement to the form position within thirty (30) days after discharge or release from active duty.)

Reserve, National Guard or Similar Duty (All employees who are members of the Officers Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Citizens Military Training Corps, or the Civil Air Patrol, either as officers or enlisted persons, are entitled to a Leave of Absence without loss of pay, time, annual leave, or efficiency rating, on all days which they are ordered to duty with troops, or at field experiences, or for instruction, not to exceed fifteen (15) days in any one calendar year, and when relieved from duty, to be restored to the positions held by them when ordered to duty. All teachers shall make every possible effort to schedule such military leaves during vacation periods. This effort shall be considered as one of the specified duties of all teachers.)

***Please attach a copy of your signed orders

Signature of Applicant ___________________________ Date ___________________________

Signature of Principal or Supervisor Approving ___________________________ Date ___________________________

Signature of Director of Human Resources ___________________________ Date ___________________________