



## **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



# BOSSIER PARISH SCHOOL BOARD

P. O. BOX 2000  
 BENTON, LA 71006-2000  
 Phone: (318) 549-5000 Fax: (318) 549-5044

Office Use Only
Military Orders Attached_____
Supervisor Approval _____
HR Approval _____
<b>Approved or Denied</b>

## REQUEST FOR MILITARY LEAVE

Original Request       Amended

**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