

General Information

Date:	Military Branch:
Name:	Employee ID:
Job Title:	Department:
School/Division:	Supervisor:
Contact Phone:	Personal Email:

Military Leave Notification

PM-20: Military Leave is granted to an employee who is ordered to duty with troops or at field exercises or for instruction with any branch of the Armed Forces, including the National Guard

I have been called to military duty effective

Attached is a copy of my official call to duty orders.

Official verbal notification was received from

In the event of verbal short notice deployment, I understand I must provide a copy of my official written orders as soon as practical.

Date Leave is expected to end:

Date of expected return to work:

Military Leave with Pay

PM-20: Employees who are members of a reserve component of the Armed Forces of the United States or of the National Guard shall be granted leave for periods not to exceed fifteen (15) working days in any calendar year when ordered to active duty.

I will use my 15 days of military leave or available military leave with pay before being placed on military leave without pay status.

I have used my 15 days of paid military leave

I will not use my military leave with pay.

Military Leave without Pay

Any portion of a military leave in excess of fifteen (15) working days during a calendar year shall be without pay, unless chargeable against accrued annual leave.

Annual Leave (annual leave will continue to accrue during deployment)

I do not want to use annual leave

I want to use my annual leave balance before going on leave without pay.

I want to limit use of my annual leave balance to hours.

Differential Pay

PM20: Employees on military leave whose military base pay is less than his/her state base pay shall be paid the difference between their military base pay and their state base pay in their regular position [Source: Act 327 of the 2003 Regular Session and Civil Service Rule 11:26]

My military base pay is less than my LSUHSC base pay. Please check one of the options listed below.

- I would like to receive military differential pay.
- I am not interested in receiving military differential pay.

If I elect to receive military differential pay, I understand that I am required to submit mobilization orders and two or more Defense Finance and Accounting Service Military Leave and Earning Statements as documentation of military pay. I also understand that upon my return I will be required to submit copies of all Military Leave Earnings Statements so a final military differential reconciliation can be conducted.

Internal Revenue Service [Revenue Ruling 2009-11](#), effective 1/1/09 states " Differential wage payments made to an individual on active duty for more than 30 days are subject to income tax withholding..."

Benefits

I understand I have a right to maintain my health benefits during military leave without pay. My health benefit choice is indicated below.

Health Insurance (Please check one of the options listed below)

- Continue my health insurance coverage. I will continue to pay the employee portion for the plan in which I am currently enrolled. I will remit payment of the monthly insurance premium within 30 days of receipt of the invoice to **LSUHSC-NO, Benefits Office, 433 Bolivar, New Orleans, LA 70112**.
- Discontinue my health insurance coverage. I understand I may apply for reinstatement of health coverage within **30 days** of the date I return to work from military service or within 30 days of the date of termination of extended health coverage provided as a benefit to active military duty.

Participants who timely apply for reinstatement of coverage will not experience any adverse consequences with respect to the participation (vesting) schedule.

Disability, Life, Dental and Vision Plan

I am presently enrolled in the insurance plan(s) indicated with a check and will remit payment of the premium within 30 days of receipt of the invoice to **LSUHSC-NO, Benefits Office, 433 Bolivar, New Orleans, LA 70112**.

- | | |
|--|--|
| <input type="checkbox"/> Health Care Flexible Spending Account | <input type="checkbox"/> LSU Vision Service Plan |
| <input type="checkbox"/> Dependent Care Flexible Spending Account | <input type="checkbox"/> Dependent Life Insurance Program |
| <input type="checkbox"/> LSU System Dental Plan | <input type="checkbox"/> UNUM Long Term Care |
| <input type="checkbox"/> LSU Critical Care Program | <input type="checkbox"/> LSU System Accidental Death and Dismemberment |
| <input type="checkbox"/> State of Louisiana Life Insurance Program | <input type="checkbox"/> UnitedHealthcare Long Term Disability |
| <input type="checkbox"/> LSU System Life Insurance Plan | |

Disability, Life, Dental and Vision Plan

- Discontinue my Disability coverage. I understand I have **30 days** after I return to work from military service to reinstate my health insurance coverage. *Reinstatement of disability insurance is subject to medical underwriting
- Life insurance coverage. I understand I have **30 days** after I return to work from military service to reinstate my health insurance coverage. *Reinstatement of disability insurance is subject to medical underwriting
- Discontinue my Dental coverage. I understand I have **30 days** after I return to work from military service to reinstate my health insurance coverage.
- Discontinue my Vision coverage. I understand I have **30 days** after I return to work from military service to reinstate my health insurance coverage.

Retirement Contribution (Please check one of the options listed below)

- Continue my retirement contribution once on LWOP (Leave Without Pay)
- Discontinue my retirement contribution once on LWOP (Leave Without Pay)

Military Leave Worksheet

If you are interested in continuing retirement contributions including the employee portion of your retirement contribution during deployment contact the Benefits Section of Human Resource Management at (504) 568-7780 or nohrmbenefits@lsuhsc.edu.

TRSL: Retirement credit may be purchased by a member of the uniformed services of the United States who left employment or who leaves employment in order to perform military service. The member must have been honorably discharged and return to employment after release from military service. A maximum of five years may be purchased.

LASERS: A LASERS member, who left employment or who leaves employment in order to perform military service, may purchase retirement credit for the service while a member of the uniformed service of the United States. The member must have received an honorable discharge, return to employment after being released from military service and remit payment for services within four years of reemployment.

ORP: Retirement credit may be purchased by a member of the uniformed services of the United States who left employment or who leaves employment in order to perform military service. The member must have been honorably discharged and return to employment after release from military service. A maximum of five years may be purchased.

Parking Deduction (Please check one of the options listed below)

- I want to discontinue my parking deduction
- I want to continue my parking deduction

Probationary Period

Civil Service Rule 9.3 Interruption of Probationary Period for Military Purposes

“A probationary employee who is absent for military training or military active duty in excess of thirty consecutive calendar days, shall be returned to duty in the probationary status at the point he reached in the probationary period before leaving. Absences of thirty consecutive calendar days or less shall be counted as part of the probationary period.”

Return to Work

Service of 1 to 30 days

If your military service was less than 31 days, you must report to work not later than the next regularly scheduled work day following completion of service and the expiration of eight hours (i.e. an 8 hour “rest period”) after a period allowing for safe transportation home from the place where military service was performed.

Service of 31 to 180 days

If your military service was more than 30 days but less than 181 days, you may report to work no later than 14 days following completion of military service.

Service of more than 180 days

If your military service was more than 180 days, you may report to work no later than 90 days from completion of military service.

Please provide Human Resources with documentation of your separation (discharge) from active duty.

If your period of military service deployment is longer than anticipated, please notify your supervisor and Human Resources of changes, when practical.

Print Name: Date:

Signature:

Distribution: Original: Human Resources

Copy: Employee