



Marianne Long
Director

Notice to Employer
Employee's Military Active Duty Absence
**Hand Deliver or Mail to your Supervisor AND HR*

Dear Sir/Madam:

I will perform service with the _____ beginning on _____ and ending on _____. My absence from work for this period of military service is protected by the Uniformed Services Employment and Reemployment Rights Act, Title 38, United States Code Sections 4301-33.

My last day at work with you before I begin my military service will be _____. I expect to return to work on or about _____. ***Note: Make sure your return date complies with Title 38, United States Code Section 4312.** During my absence, I can be reached at _____. During my absence, _____, telephone number (____) ____ - _____, will know how to reach me.

I {do} {do not} desire to take _____ days of paid {vacation/personal} as the first _____ days of my absence. Please be advised that I may not be required to use vacation pay or time for military absence from my workplace, per Title 38, United States Code Section 4316(d).

I {do} {do not} desire to continue my health care insurance, per Title 38, United States Code Section 4317. If I continue my coverage, I understand I am responsible for the employee cost during the first six months of leave and then I am responsible for 102% of the cost when I elect COBRA (see Human Resources).

If you have any questions about the provisions of the Uniformed Services Employment and Reemployment Rights Act, the National Committee for Employer Support of the Guard and Reserve, toll-free telephone number 1-800-336-4590, will be happy to answer them.

Sincerely,

Employee Signature

Employee Department

Employee Address

Date

Original Received by:

Employer Representative

Place in Employee's personnel file in HR