



### REQUEST FOR MILITARY LEAVE

You must attach a copy of your official orders in support of any and all requests for military leave.

Submit this form and all related documentation to your supervisor upon completion.

**FROM:** \_\_\_\_\_  
*Employee Name* *Department*

\_\_\_\_\_ *Job Title* \_\_\_\_\_ *Colleague ID*

Pursuant to Texas Government Code §431.005, as amended, and Section 4316(d) of the Uniform Services Employment and Reemployment Rights Act of 1994, as amended, I hereby request a leave-of-absence for military service as indicated below:

A. (For weekly or weekend drills, fill in the following:)

Until further notice my drills are scheduled for

\_\_\_\_\_ (day(s) of week)

from \_\_\_\_\_ (hour) to \_\_\_\_\_ (hour)

B. (For annual tours of active training duty, fill in the following:)

Active duty training scheduled for \_\_\_\_\_

C. Other active duty \_\_\_\_\_

If my leave of absence for military service exceeds 15 working days, I request to use during such period of service the following leave that I accrued prior to the announcement of my service.

- Vacation
- Personal Leave
- Sick Leave

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

#### SUPERVISOR PROCEDURE

A PER 101 or GRA 501 must be accompany the PER 020 Request for Military Form. Call Human Resources at ext. 2178 with any questions.