

MILITARY LEAVE POLICY ADDENDUM
United States' Effort to Eradicate Terrorism
(Operation Noble Eagle)

Application for Military Leave for Operation Noble Eagle

Employee Name: _____ Dept: _____

Employee Classification: _____

The employee listed above has been called for active duty effective _____.

The tour of active duty is scheduled to terminate on _____. The employee has been placed on military leave pursuant to the terms of Section 701.1 Military Leave Policy Addendum. The employee will be paid the differential between his base salary and the amount of military pay for up to one hundred eighty days (180) beginning with the effective date of active duty as indicated above.

Department Head Signature: _____ Date: _____

Please attach the following documents if available:

Military Orders

Military pay schedule indicating the military rate of pay for the employee.

Submit this form with attachments to the Department of Human Resources, Employee Benefits Division.