[Date]

[Employee Name]

[Address]

[Address] Personnel Number: [Number]

Dear [Employee Name]:

Your request for a military leave of absence has been received. The enclosed *Notice to Employees Military Leave of Absence* provides information about your rights, benefits, and obligations while on a military leave of absence.

Until the following documentation is received [that includes… explain what was missing from documentation if something was received], the absence has been **provisionally approved** for 30 days.If documentation is not received by [DATE which is 30 days from first date of absence], you may lose some or all of the rights and benefits explained in the enclosed *Notice to Employees*.

[Please complete the enclosed *Request for Military Leave of Absence* form and return it to our office; the form should be completed for all absences, regardless of the length of the absence. Refer to the *Notice to Employees Military Leave of Absence* while completing the form. **Timeliness in returning this completed form is essential. Failure to do so could affect benefit options available to you.**]

Please contact the HR Service Center at 866.377.2672 if you have any questions and indicate that you are calling about your military leave. We are available from 7:00 am to 5:00 pm, Monday through Friday. If you have ESS access, you can submit your questions online at any time via the AskHR link on the Home page.

Sincerely,

HR Service Center

[**www.myWorkplace.state.pa.us**](http://www.myworkplace.state.pa.us/)

Enclosures: Notice to Employees

 [Request for Military Absence]

cc: Agency Bureau Director

Supervisor

 Time Advisor

Timekeeper

Official Personnel Folder