[Date]

[Employee Name]

[Address]

[Address] Personnel Number: [Number]

Dear [Employee Name]:

This confirms your request for a military leave of absence beginning [DATE]. Your absence has been approved through [expected end DATE]. The enclosed *Notice to Employees* provides information about your rights, benefits, and obligations while on a military leave of absence. Please read it carefully and in its entirety.

[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 completing and returning this form is very important, since timeliness could affect benefit options available.**]

All paid absence to which you are entitled or requested will be entered for you based on your orders and the options you elected on the *Request for Military Leave of Absence* form. All remaining days will be charged to military leave without pay. If you choose to delay your return to work after your release from service, military leave without pay will be charged.

If your military duty continues beyond [expected end date], you must notify this office as soon as possible. Requests to return to work sooner than the expiration of the orders or to request a delay to return to work after orders expire should be made at least 24 hours in advance of [expected end date]. For absences greater than 30 calendar days, an *Application for Reemployment After Military Leave of Absence* form and a copy of the DD-214 form or other written documentation from the military unit that reflects the date of release from duty must be provided upon your return to work, or as soon as possible thereafter.

As a reminder, employees are entitled to a military leave of absence up to five cumulative years, with certain periods excluded from the five-year entitlement.

Please contact the HR Service Center as soon as possible:

* following your release from duty to ensure your pay and benefits are reinstated
* to report a change or extension of your current duty
* if you have any questions regarding your military absence

Failure to report your release or an amendment or extension of military orders could result in an overpayment or underpayment of paid absences, stipends, and benefits.

Please contact the HR Service Center at 866.377.2672 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 Leave of Absence]

 [Application for Reemployment After Military Leave of Absence]

cc: Agency Bureau Director

Supervisor

 Time Advisor

Timekeeper

Official Personnel Folder