

MILITARY LEAVE GUIDE

In compliance with Federal Guidelines and the Little Rock School District, a leave of absence shall be granted to all officers and employees of the Little Rock School District who, as current members of Reserve components of the Armed Forces of the United States, are called to active duty by Executive Order of the Commander-in-Chief of the Armed Forces.

- **Employees must notify their supervisors and the Human Resources Department** regarding the need for military leave as far in advance of the leave as possible so that we may plan for your absence.
- When an employee is called to active military service/required training, personnel records should contain a copy of the **orders reflecting the beginning date and expected return date** and if the employee has and intends to use accrued paid leave.
- All regular full-time and regular part-time employees are **entitled to fifteen (15) military leave days with pay for qualifying active duty** in the uniformed services (including Army and Air National Guard). Employees will use accrued leave for unpaid military leave.
- **The official *Military Orders to Report to Active Duty* must be submitted with all applications.** If, for any reason, it is not possible to submit official military orders or pay vouchers with your application, you should still complete the application as soon as you know of the leave. All supporting documentation must be submitted to the Human Resources Department **at least ten (10) days** prior to the beginning of the requested military leave.

For additional information:

Military Leave for Public Employees in Arkansas

<https://cdn.ymaws.com/www.roa.org/resource/resmgr/LawReviews/StateLaws/AR-2013-LV.pdf>

LRSD Human Resources Department
MILITARY LEAVE APPLICATION

PLEASE PRINT

Date of Application: _____

NAME

Last
First
Middle

ADDRESS

 Street and Number

City
State
Zip Code

Telephone Numbers: Home () Cell ()

Employment Classification: Teacher Administrator Support Personnel

Work Location _____ **Position** _____

A Substitute will be needed Yes No

Leave START Date _____ **Leave END Date** _____

I verify the above information to be correct: _____

Employee Signature
Date

Administrative Supervisor's signature:

Supervisor Signature
Date

IMPORTANT NOTICES

- 1) An *Application for Leave to Report to Active Military Service* must be submitted to the Human Resources Department at least ten (10) days prior to the beginning of the requested military leave.
- 2) The official *Military Orders to Report to Active Duty* must be submitted with all applications.
- 3) If applicable, a pay voucher or a statement signed by the commanding officer substantiating the amount of compensation received for military duty must accompany the application.

Send completed applications and orders, to:
 HR Medical Leave Department * Little Rock School District * 810 W. Markham St. * Little Rock, AR 72201
 Fax 501-447-1162

Signature of Approval: _____
Human Resources Administrator
Date

Human Resources Department Use Only

# Prior ML days Used for July 1 - June 30	Requested days for this leave		Total days requested
	# paid days (up to 15 days)	* # unpaid days (after 15 days)	
*Accrued leave will be used for unpaid days			