

## Military Leave Form Kean University

Please complete this form and submit it to the Office of Human Resources. If you have questions regarding Military Leave, please feel free to contact Lorice Thompson-Greer at (908) 737-3309 or lgreer@kean.edu.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**I hereby request a military leave for the following reason:**

Please Check One	Type of Leave
<input type="checkbox"/>	Required <u>Inactive Duty</u> Training; member of the national guard or organized militia of the State of New Jersey
<input type="checkbox"/>	Required <u>Inactive Duty</u> Training in field operations; member of the organized reserves of the Army, Navy, Air Force, Marine Corps
<input type="checkbox"/>	Call to Active Duty; member of the national guard or organized militia of the State of New Jersey
<input type="checkbox"/>	Call to Active Duty; member of the organized reserves of the Army, Navy, Air Force, Marine Corps

***Period of leave***

From \_\_\_\_\_ To \_\_\_\_\_, anticipated return to work date: \_\_\_\_\_

**For Inactive Duty Training**

- I request leave of absence without pay  
 I request to use my earned vacation time\*  
 I request to use my comp/personal time\*

**For Active Duty Training**

- Leave of absence with pay, if eligible  
 I request to use my earned vacation time\*  
 I request to use my comp/personal time\*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note that if you are approved for a military leave of absence without pay, you may use vacation time that you have accrued to-date. However, you will not be allowed to charge the time that was credited to you at the beginning of the year and that you have not earned.

## **Military Leave – Active and Inactive Duty Training**

Employees taking part in a variety of military duties, such as periods of active duty training (generally 1 to 3 weeks annually) and an inactive duty training (generally 2 to 3 days for weekend drills on a monthly basis) may be eligible for military leave.

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide Kean University with notice of the need for military leave as far in advance as is reasonable under the circumstances. Written notice is preferred.

For example, if an employee receives an annual schedule for inactive duty trainings, the employee is encouraged to provide this schedule to the Office of Human Resources on an annual basis, as soon as the schedule is available.

Additionally, employees are encouraged to complete a Military Leave Form 30 days prior to departure for uniformed service, when it is feasible to do so.

Eligibility for leave of absence with pay for active duty is governed pursuant to N.J.A.C. 4A:6-1.11.

If you have questions regarding Military Leave, please feel free to contact Lorice Thompson-Greer at (908) 737-3309 or [lgreer@kean.edu](mailto:lgreer@kean.edu).