



# University of Utah REQUEST FOR MILITARY LEAVE

Employee Information					
Name: _____ Empl ID #: _____					
Home Address: _____ City: _____ ST: _____ ZIP: _____					
Email Address: _____ Phone: _____					
Type of Military Leave	Dates of Leave				
<input type="checkbox"/> Annual Reservist Training <input type="checkbox"/> Military Duty	Begin Date: _____ Expected End Date: _____ _____/_____/_____				
Certification of Employee					
<p>I hereby certify that I have been called to service in the uniformed services and request leave from the University for the dates set forth above. I understand that if I return to work within the time periods set by the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), I will be returned to a position with the University as provided by law. I understand that if my leave is more than 30 days, I will not be eligible to continue certain benefits through the University. I have contacted or will contact the Benefits Department regarding my employee benefit participation. (Review the Benefits for University of Utah Employees on Military Leaves of Absence form for additional information.)</p> <p><b>Complete for Active Military Duty Only:</b>            Employees who elect to use accrued vacation and personal preference leave must use it at their full regular schedule (e.g., if the employee is regularly scheduled to work 40 hours per week, 40 hours of accruals must be used each week until exhausted). I wish to use the following accrued vacation and personal preference leave time during my leave:</p> <table border="0"> <tr> <td><input type="checkbox"/> All vacation and personal preference leave time</td> <td><input type="checkbox"/> All but _____ hours of vacation</td> </tr> <tr> <td><input type="checkbox"/> All personal preference leave time</td> <td><input type="checkbox"/> None (I wish to take all leave unpaid)</td> </tr> </table>		<input type="checkbox"/> All vacation and personal preference leave time	<input type="checkbox"/> All but _____ hours of vacation	<input type="checkbox"/> All personal preference leave time	<input type="checkbox"/> None (I wish to take all leave unpaid)
<input type="checkbox"/> All vacation and personal preference leave time	<input type="checkbox"/> All but _____ hours of vacation				
<input type="checkbox"/> All personal preference leave time	<input type="checkbox"/> None (I wish to take all leave unpaid)				
Employee Signature: _____ Date: _____					

Department Information	
Supervisor's Name: _____	HR Generalist's Name: _____
Supervisor's Campus Address: _____	Payroll Reporter's Name: _____
Supervisor's Phone Number: _____	Payroll Reporter's Phone Number: _____
Department Acknowledgement	
<p>I have reviewed the employee's military orders and confirm that the employee has been ordered to duty for the dates stated above. I acknowledge that I have reviewed the department's responsibilities on this form and that this department will comply with those requirements.</p>	
Supervisor's Signature: _____ Date: _____	
Return Form to...	Or FAX to...
University of Utah Human Resources Division 250 E 200 S Suite 125, Salt Lake City, UT 84111	801-585-7375

**Employees leaving the University for active military duty must contact the HR Solutions Center at (801) 581-7447, to discuss continuation or termination of benefit participation during the leave**

## Employee Responsibilities:

In order for an employee to be eligible for reemployment rights under USERRA, the maximum cumulative length of active duty while with the University may not exceed five (5) years (except under certain limited circumstances), and the employee must:

- a. Give advance written or verbal notice of active duty to the University, unless notice is precluded by military necessity.
- b. Be honorably discharged from active duty.
- c. Report back to work in a timely manner.
  - If the length of service is **30 days or less**, the employee must report to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight hours after a period allowing for the safe transportation of the employee from the place of service to the employee's residence.
  - If the length of service is **more than 30 days and less than 181 days**, the employee has 14 days after the completion of the period of service to submit an application for reemployment with the University.
  - If the length of service is **181 days or more**, the employee must submit an application for reemployment within 90 days after the completion of the period of service.

Upon return to work, the employee must contact the Benefits Department to discuss enrollment in benefits. Some benefit plans require that employees reenroll **within 30 days** of return from military leave of absence.

## Department Responsibilities:

When the employee leaves for active military duty, prepare and submit a PAN form, changing the employee's status to LOA/MIL if the employee will not be using accruals or PLA/MIL if the employee will be using accruals (the status must be changed to LOA/MIL when the employee exhausts all accruals.)

If the employee submits an application for reemployment within the time periods set out above, the department must return the employee to work, as follows:

If the length of service is **90 days or less**, the department must promptly reemploy the employee:

- In the position the employee would have held had he/she remained continuously employed, so long as the employee is qualified for the position or can become qualified for the position; or
- If the employee is not qualified to perform the duties of the position referred to in (a) above after reasonable efforts by the department to qualify the employee, the department should reemploy the employee in the position of employment in which the employee was employed on the date of the commencement of the military service; or
- If the employee cannot become qualified for either position described above after reasonable efforts by the department, the employee is to be reemployed in a position that is the nearest approximation to the positions described above (in that order) which the employee is able to perform, with full seniority.

If the length of service is **91 days or more**, the department must promptly reemploy the employee:

- In the position the employee would have held had he/she remained continuously employed, or a position of like seniority, status and pay, so long as the employee is qualified for the position or can become qualified for the position.
- If the employee is not qualified and cannot become qualified for such a position after reasonable efforts have been made by the department, the department should reemploy the employee in the position of employment in which the employee was employed on the date of the commencement of the military service or a position of like seniority, status and pay for which the employee is qualified.
- If the employee cannot become qualified for either of the two positions outlined above, the department must reemploy the employee in any other position of lesser status and pay, but that most nearly approximates the above positions (in that order) that the employee is qualified to perform with full seniority.

If the employee incurs or aggravates a disability during military service, the employee or department should contact the University's Office of Equal Opportunity at (801) 581-8365, to discuss reasonable accommodations. Pursuant to USERRA, a disabled employee has additional time in which to apply for reemployment following return from military leave and the department must make reasonable efforts to accommodate the employee's disability so that the employee can perform the position that he/she would have held if the person had remained continuously employed.

Upon the employee's return to work with the University, the department that employed the employee at the time he/she went on military leave will be required to make all employer retirement contributions that it would have made had the employee remained continuously employed. Contributions will be calculated on compensation the employee would have earned during the period of military service at the rate of pay the employee would have received if the employee had remained continuously employed.