**Military Leave Request Form**

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Doe | Employee ID / Staff Number | 12345 |
| Department / Unit | IT Department | Job Title | Systems Analyst |
| Supervisor / Manager | Jane Smith | Contact Number | +1 555-234-6789 |
| Email | john.doe@email.com | | |

1. **Military Service Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Branch of Service | U.S. Army National Guard | Rank | Sergeant |
| Unit / Division | 1st Battalion, 125th Infantry | Service Obligation / Duty Type | Annual Training / Deployment |
| Military Orders / Reference Number | ORD-2025-089 | Duration of Leave Requested | 15 days |
| Start Date of Leave | 01-Dec-2025 | End Date of Leave | 15-Dec-2025 |

1. **Leave Type & Reason**

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Type | Military Leave (USERRA) | Reason / Purpose | Annual Training Exercise |
| Notes / Additional Information | Employee will provide military orders and any supporting documentation. | | |
|  | | |

**D. Employee Acknowledgment**

I, the undersigned, request military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). I certify that the information provided is accurate and understand that I must provide a copy of my military orders to HR.

| **Employee Signature** | **Date** |
| --- | --- |
| John Doe | 20-Nov-2025 |

1. **Supervisor / Manager Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Name | Jane Smith | Approval Status | Approved / Denied |
| Comments | Approved. Ensure proper handover of duties. | | |
| Supervisor Signature | Date | Jane Smith | 21-Nov-2025 |

1. **HR Department Use**

|  |  |  |  |
| --- | --- | --- | --- |
| HR Received Date | 21-Nov-2025 | Leave Processed By | Emily Johnson |
| HR Notes / Record | Military leave recorded in payroll and attendance system. | | |
|  | | |

**Notes / Instructions for Use:**

* Attach a copy of official military orders.
* Submit this form at least 30 days before the leave start date, if possible.
* Keep a copy for personal records.
* Ensure proper handover of responsibilities during leave.