



## Military Leave Checklist for Administrators

**INSTRUCTIONS** Administrators who are responsible for overseeing military leave benefits should review the following to ensure employees receive their eligible benefits before they take leave from the University. This checklist is provided to help the administrator only and does not need to be turned in to anybody. Administrators should also review the Human Resources military page website at [employees.tamu.edu/benefits/leave/military](http://employees.tamu.edu/benefits/leave/military) before administering military leave.

Task Completion	Task	Comment
1. <input type="checkbox"/> <b>Completed</b>	Arrange a meeting, if practicable, with your departing employee to discuss departmental procedures, leave balances, etc.	Meet with your employee's designated friend or family member if the employee is not available.
2. <input type="checkbox"/> <b>Completed</b>	Request your employee's LES statement to determine whether or not s/he is eligible for differential pay; if eligible, apply this leave benefit as per the instructions in the military website (address listed above).	Military allowances for service in a combat zone, family separation, or hazardous duty may not be included for purposes of differential pay.
3. <input type="checkbox"/> <b>Completed</b>	Your employee may elect to use eligible vacation or compensatory time for one hour each month to maintain health and leave benefits if s/he does not qualify for differential pay. Ask your employee if s/he would like to use the leave benefits in this manner while deployed.	Employees are not required to use this option in the event they do not qualify for differential pay. <b>Remember:</b> Employees may freeze all of their leave or choose to use their vacation and compensatory time to remain on the payroll while deployed.
4. <input type="checkbox"/> <b>Completed</b>	<ul style="list-style-type: none"> <li>• Provide Human Resources with an EPA document, if necessary</li> <li>• Provide COBRA notification to the employee, if applicable</li> </ul>	Contact Human Resources at the number or email below to determine what documentation is necessary.

**NEED HELP?**

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