



## Military Leave Checklist for Employees

**INSTRUCTIONS** Employees who have been called to active duty should review the following to ensure they receive their eligible benefits before they take leave from the University, if practicable. This checklist is provided to help the soldier before taking military leave and does not need to be turned in to anybody. Employees should also review the Human Resources military page website at <http://employees.tamu.edu/benefits/leave/military> before deployment, if possible.

Task Completion	Task	Comment
1. <input type="checkbox"/> Completed	Inform your supervisor of your impending call to active duty as soon as is practicable; provide a copy of the military orders to your department and arrange a meeting with your department's personnel or payroll administrator.	Your spouse or designee may meet with your department's representative if you are not readily available.
2. <input type="checkbox"/> Completed	Make a decision as to whether or not you wish to remain on payroll with your available vacation leave or compensatory time.	Review your decision with your department's personnel or payroll administrator.
3. <input type="checkbox"/> Completed	Review your military pay, through your Military Leave and Earnings Statement (LES), to determine whether or not you are eligible for differential pay.	Military allowances for service in a combat zone, family separation, or hazardous duty may <i>not</i> be included for purposes of differential pay.
4. <input type="checkbox"/> Completed	Provide your personnel or payroll administrator with your LES if you qualify for differential pay.	You will qualify for differential pay if your gross military pay is less than your gross state pay (minus the allowances listed above).
5. <input type="checkbox"/> Completed	Make a decision as to whether or not you wish to use one or more hours of your accrued vacation or compensatory time each month to maintain health and leave benefits <i>if you do not qualify for differential pay</i> .	You are not required to use this option in the event you do not qualify for differential pay.
6. <input type="checkbox"/> Completed	Contact your department's personnel or payroll office to ensure all paperwork is complete.	
7. <input type="checkbox"/> Completed	Meet with or contact a representative from Human Resources to discuss your health and/or optional coverage benefits.	

**NEED HELP?**  
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