



## 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 webpage [Military Leave](https://employees.tamu.edu/employee-relations/leave/other/military.html) <https://employees.tamu.edu/employee-relations/leave/other/military.html> 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; <b>provide a copy of the military orders to your HUB's HR Professional.</b>	Your spouse or designee may speak with your HUB's HR Professional if you are not readily available.
2. <input type="checkbox"/> Completed	Review your military pay, through your Military <b>Leave and Earnings Statement</b> (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.
3. <input type="checkbox"/> Completed	Provide your HUB HR Professional with your Military Leave and Earnings Statement (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).
4. <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.
5. <input type="checkbox"/> Completed	If you are going on an unpaid Leave of Absence (LOA) (30+ days) you will need to initiate a Leave of Absence event in Workday.	This Workday process will give you the option to keep your benefits or waive benefits while on LOA.

**NEED HELP?**  
 Leave Administration  
 Phone (979) 862-4027  
 Leave@tamu.edu

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