



## MILITARY LEAVE CHECKLIST FOR STATE OF IOWA EMPLOYEES

1. Discuss your Military Leave of Absence with your Supervisor/Agency Human Resources representative.
2. Report your Military Leave of Absence in Workday (see applicable Smart Guides.)
  - Military Leave of Absence – Exceeds 30 Days
  - Time Off – Military Hour(s)/Day(s) – Use for intermittent absences

These types of military leave apply: Active Duty, Emergency Active Duty, Enlistment, Funeral Duty, Military Training, Physical Examination, and Reserve Duty.

3. For leaves of more than 30 days, you will receive the *Military Leave of Absence Request Form* in Workday. **Be sure to read carefully and complete the form. Your signature on the *Military Leave Absence Request Form* verifies you understand your benefits as it pertains to military leave.**
4. Submit the completed *Military Leave Absence Request Form* and upload your official military orders via Workday. When possible, the request should be submitted 30 days in advance of the first day of leave. If military orders are not available within the first 30 days of the leave, a verification notice may be sent to your Military Unit.
5. Review your paid time off balances in Workday to determine if you are eligible for paid military time off and want to retain or use vacation and comp time. You will indicate this information within the *Military Leave Absence Request Form* in Workday. Confirm the use of paid military time off and the use of other paid time offs with your Supervisor/Agency Human Resources representative so they can enter the time offs on the Absence Calendar while you are on leave.
6. If you wish to continue medical and dental coverage for your current covered dependents under the State of Iowa group plans, please discuss and obtain a COBRA form from your Agency Human Resources representative.
7. If you wish to continue flexible spending plans, please discuss with your Agency Human Resources representative.
8. Military Service Credit - Military service can affect the amount of employees' retirement, death, and disability benefits under IPERS. The number of service credits an employee has in IPERS-covered employment affects the employee's retirement benefit amount. Employees can receive free service credit or purchase service credits for active duty service. Employees can also make up contributions. Address questions about IPERS retirement benefits to IPERS at (515) 281-0020 or 1-800-622-3849. For more information, go to [www.ipers.org](http://www.ipers.org).
9. If applicable, notify your department of the name, address, and telephone number of your designated Power of Attorney. A Power of Attorney has the authority to assist with employment matters and benefit options.

DAS Leave Administration Team  
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Email: [LOA@iowa.gov](mailto:LOA@iowa.gov)  
Mailing Address: Hoover Building Level A  
1305 East Walnut  
Des Moines, IA 50319



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10. Prior to the expiration of your Military Leave of Absence, you must submit an *Intent to Return to Work* notice or submit a new *Military Leave of Absence Form* and military orders to request an extension or submit your resignation. Time limits for returning to work depend on the duration of the orders.

Days of Service	Return to work
1 – 30 Days	First Full Regular Scheduled Shift on First Full Calendar Day (after 8 hours rest period)
31 – 180 Days	Within 14 Days
181 Days or more	Within 90 Days

These time period restrictions shall be extended by up to two years if you are hospitalized or convalescing from an injury. Other circumstances may extend the time period, and will be reviewed on a case-by-case basis.

11. If you fail to notify us of your intention, and you do not return to work on the date specified on your *Military Leave of Absence Request Form*, the State of Iowa will consider you to have resigned.
12. When returning from Military Training (less than 31 days), provide a letter from your military unit/representative to your Supervisor/Agency Human Resources representative.
13. When returning from Military Leave (more than 30 days) provide a copy of your *DD-214* to your Supervisor/Agency Human Resources representative.
14. After the first thirty calendar days of Active Duty, you may be eligible for military pay differential. The calculation of the military pay differential will consider all pay and allowances received by the service member and compare those payments to the pay the employee would have received as their regular rate of pay (i.e. scheduled hours, shift differential, special pays) had they been on the State of Iowa payroll during the comparable period. Contact the DAS Leave Administration Team for additional information. If you wish to be considered for this pay, you will need to provide your Leave and Earnings Statement (LES).