



# STATE OF IOWA MILITARY LEAVE PERFORMANCE/INCREASE FORM

Name: \_\_\_\_\_

Department \_\_\_\_\_

Class Title: \_\_\_\_\_

Division/Bureau: \_\_\_\_\_

Position Number: \_\_\_\_\_

Work Unit: \_\_\_\_\_

Period Covered: \_\_\_\_\_ to \_\_\_\_\_

Work Location: \_\_\_\_\_

Meets Expectations: Time Spent on military leave shall be considered to meet job expectations.

Exceeds Expectations: Prior to military leave, the employee consistently performs well beyond expectations (strategies/goals, action steps, performance criteria, and timetables) and does outstanding work.

**DEFAULT** Meets Expectations       Exceeds Expectations

Recommended Actions: Salary Increase:

Yes – See guidelines below.

No – Appointing authority is not giving increases in this FY.

SPOC                      Total – \_\_\_\_\_ % 4.5% Meets or Exceeds Expectations = 3.5% + 1% for current evaluation on file (Employee must have current evaluation on file to get extra 1%.)

AFSCME  
Non-Contract              Total – \_\_\_\_\_ % per Appointing Authority Guidelines (Maximum allowed per IGOV is 3%).  
UE/IUP

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next Higher Level Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_