



# REQUEST FOR MILITARY LEAVE DATES

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

To: \_\_\_\_\_

Re: Verification of Military Service Dates

It is State of Iowa policy to facilitate the military activities of our employees and to comply with the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

\_\_\_\_\_, an employee of \_\_\_\_\_  
(Name) (Agency)

has notified his/her supervisor of the need to be absent from work due to necessary military duty on the following dates:

Reported Dates:

\_\_\_\_\_ To \_\_\_\_\_  
(Beginning date) (Ending date)

Corrected Dates(if applicable):

\_\_\_\_\_ To \_\_\_\_\_  
(Beginning date) (Ending date)

If this information is correct, please sign and return this form.

If this information is incorrect, please provide the correct military duty dates and return this form.

We appreciate your attention to this memo.

Return to:

Military Representative:

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Signature of Military Representative)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Name of Sr. NCO or Officer and Rank)

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Branch of Service)

\_\_\_\_\_  
(Agency Street Address)

\_\_\_\_\_  
(Unit Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(City, State, Zip Code)

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## Understanding the Need to Verify Military Orders

The *Administrative Rule*, 11- 63.9(8A) Military Leave, subrules 63.9(1) and 63.9(3) specifies an employee is granted leave without loss of pay for 30 days each calendar year “when ordered by proper authority to uniformed services” or “when ordered by proper authority to military duty.” The Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. sections 4301-4333, and 20 CFR Part 1002, set forth the various standards regarding re-employment of veterans including employer notice of the call to duty.

Since the *Administrative Rule* requires the leave without loss of pay (Military Leave w/Pay) may only be afforded the soldier when the call to duty is by proper authority, verification of military orders may at times be necessary. For this purpose, The Department of Administrative Services - Human Resources Enterprise is providing the attached memorandum to be used when an agency deems it necessary to confirm military duty dates in order to authorize Military Leave w/Pay.