



## 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 to the Reed Group.  
**Phone:** 844-507-5393 (toll free). Answered 8:00 a.m. to 8:00 p.m. Central Time, Monday through Friday.  
**Fax:** 720-456-4790.  
**Online portal:** StateofIowa.LeavePro.com (self-service).

Military types of leave to report include: Active Duty, Emergency Active Duty, Enlistment, Funeral Duty, Military Training, Physical Examination, and Reserve Duty.

3. For leaves of more than 30 days, also complete Military Leave of Absence Request Form. To obtain the Military Leave of Absence Form, visit with your agency Human Resources representative or see the website at <https://das.iowa.gov/human-resources/employee-and-retiree-benefits/employee-benefits/leave-programs/military-leave>. **Be sure you understand your responsibilities as your signature on the Military Leave Absence Request Form verifies you are stating you have read and understand these pages.**
4. Submit the completed Military Leave Absence Request Form and official military orders to your Supervisor/Agency Human Resources representative. When possible, these forms 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. Discuss the use of 30 days of military leave with pay and the use of other paid leave with your Supervisor/Agency Human Resources representative.
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. 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.
9. 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.

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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.

10. 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.
11. When returning from Military Training (less than 31 days), provide a copy of your Leave and Earnings Statement (LES) to your Supervisor/Agency Human Resources representative.
12. When returning from Military Leave (more than 30 days) provide a copy of your DD-214 to your Supervisor/Agency Human Resources representative.
13. 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 your Agency Human Resources representative for additional information. If you wish to be considered for this pay, you will need to provide your Leave and Earnings Statement (LES).