

University of Notre Dame  
**MILITARY & FAMILY MILITARY LEAVE CHECKLIST**  
*Return checklist with documents to the Office of Human Resources, 200 Grace Hall*

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

Net ID: \_\_\_\_\_ Department: \_\_\_\_\_

**MILITARY LEAVE** (Complete for employees called to active duty or military training)

**1. Eligibility:**

Regular Employee (eligible)  On-Call or Temporary Employee (not eligible)

**2. Type of Military Leave and Pay:**

- Reserve or National Guard Training – eligible for 2 weeks full pay
- Active Duty – eligible for 2 weeks full pay & additional 12 weeks of paid leave\*

*\*Paid leave means the University will pay the difference between the employee's military pay and the employee's University pay (if the military pay is less). Proof of military pay is required.*

Will the employee be using vacation and/or personal days?

- Yes –  personal  vacation – Dates: \_\_\_\_\_
- No
- First Date Unpaid: \_\_\_\_\_

**3. Documents to submit to Human Resources:**

- Copy of military orders
- Copy of military pay
- Report of absences or ultra-time to show vacation and/or personal days to be used
- Leave of Absence Form to report first day of unpaid leave
- Staff Personnel Action Form to reinstate eligible employee's pay upon return to work

**FAMILY MILITARY LEAVE** (Complete for eligible family members). Indiana law provides up to 10 working days leave per calendar year during the 30 days before and after a relative (spouse, child, parent, grandparent or sibling) is on active duty and while on active duty. (You may be eligible for FMLA leave entitlement – please refer to the FMLA policy.)

**1. Eligibility: (if all criteria below are met, the employee is eligible for leave)**

- Employed by ND for at least 12 months
- Worked at least 1,500 hours during the last 12 months prior to day leave begins
- Is a spouse, parent, grandparent, or sibling of a person called to active duty

**2. Time Off and Pay:** For employees taking Family Military Leave, the University requires available vacation and personal days be taken before the leave becomes unpaid.

- Employee has available vacation & personal days. List dates taken: \_\_\_\_\_
- First Date Unpaid: \_\_\_\_\_

**3. Documents to submit to Human Resources:**

- Copy of military orders
- Report of absences or ultra-time to show vacation and/or personal days to be used
- Leave of Absence Form to report first day of unpaid leave
- Staff Personnel Action Form to reinstate eligible employee's pay upon return to work