

## MODEL PUBLIC EMPLOYER MILITARY LEAVE WORKSHEET

**Note:** Military leave is a right guaranteed by Illinois law and it is not contingent on the completion of this or any other form. This form is simply a tool that can be used by the employee and the employer to help the parties better communicate regarding the employee's military leave.

Dates of military orders: \_\_\_\_\_ until \_\_\_\_\_.

The days the service member will be on orders.

Dates of military leave: \_\_\_\_\_ until \_\_\_\_\_.

The total amount of time the service member anticipates being away on military leave. This may be longer than the orders reflect, if travel or other related leave before or after the orders is necessary.

Authorization code found on military orders: \_\_\_\_\_.

The authorization code is found on the military orders; often listed as *auth* or *for military use only*.

Are these Annual Training (AT) orders? YES or NO (Circle one).

Annual Training Orders are issued under 10 U.S.C. 10147, 10 U.S.C. 12301(b), or 32 U.S.C. 502(a).

Employees on Annual Training Orders are entitled to concurrent compensation (full pay) for up to 30 days per calendar year.

These orders are: VOLUNTARY or INVOLUNTARY (Circle one).

Please see 330 ICLS 61/1-10(1) and (2) for a list of voluntary and involuntary order designations.

If the orders are Voluntary, how many work-days will be used during this military leave? \_\_\_\_\_

A work-day is any calendar day on which the employee would have been required to do work for their civilian employer, regardless of how many hours the employee would have been required to work.

How long will the service member be entitled to differential pay?

Until \_\_\_\_\_ (date). Yearly Total \_\_\_\_\_.

Service members on Voluntary Orders are entitled to differential compensation for up to 60 work-days per calendar year. Service members on Involuntary Orders are entitled to differential compensation for the entire duration of their orders. Both employers and service members are encouraged to track how many work-days of differential have been paid each year.

Does the service member wish to use any benefit time during their military leave?

YES, I wish to use my benefit time for these dates \_\_\_\_\_ . or

NO, I do not wish to use any benefit time. (Circle one, fill in as necessary).

Public employees may elect the use of accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave.

Does the service member wish to continue paying healthcare premiums and receiving their employer-provided health insurance during their military leave?

YES or NO (Circle one)

Service members may continue to receive their employer provided healthcare coverage for a period of up to 24 months, if they continue paying their portion of the premiums.

Does the service member wish to continue making retirement contributions and accumulating their employer-provided retirement benefits during their military leave? YES or NO (Circle one)

Service members are entitled to the benefits of their retirement plan for the entirety of their military leave. They may make contributions to receive all, some, or none of the benefit. After a service member makes their retirement contribution, the employer is obligated to make their contribution.

Will the service member have a performance evaluation covering the period of military leave? YES or NO (Circle one)

Service members may not receive a performance evaluation that is less than the average of their last three years or the period immediately prior to their military leave.

**Additional notes:**

If the amount of differential will not cover the amount of healthcare premiums, retirement contributions, or other deductions from the service member’s gross pay, which will be deducted during the period of military leave, the parties are encouraged to memorialize their understanding and plan below. Additionally, the parties should consider how this plan would be impacted by any unpaid military leave that will occur if/when the service member’s paid military leave is exhausted.

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