# 7-01/010.25 Military Leave

Personnel scheduled for military leave are required to submit two copies of their military orders to the Payroll Section. In addition, a copy of the orders shall be submitted to the Scheduling Sergeant.

When the military orders are not available prior to departure, they shall be submitted on the first day the employee returns to duty.

In either case, an "Absence Request" form shall be completed and submitted to the Scheduling Sergeant as soon as the departure date is known, and no later than five working days before departure.