

**ADMINISTRATIVE LEAVE – ACTIVE MILITARY DUTY  
WORKSHEET  
(FOR PERSONNEL USE ONLY)**

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

Employee SS#: \_\_\_\_\_

Department Name: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_

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

**1. Current State Salary:** \_\_\_\_\_ Grade/Step: \_\_\_\_\_  
(Bi-weekly Salary)

**2. Current Military Salary:** \_\_\_\_\_  
(Bi-weekly Salary, not including allowances, shift or hazard pay)

**3. Total Difference in Salary:** \_\_\_\_\_

(If 2. is more than 1., enter 0 as the total. If 2. is less than 1., subtract 2. from 1. to get the total difference in salary.)

**4. State Hourly Rate:** \_\_\_\_\_  
(Hourly rate is the bi-weekly salary divided by the number of regular work hours)

**5. Administrative Leave Hours:** \_\_\_\_\_  
(Divide 3. by 4. to obtain the number of hours the employee will be compensated each Pay Period.)

**6. Start Date of Administrative Leave:** \_\_\_\_\_

**COMPLETE THE FOLLOWING WHEN EMPLOYEE RETURNS**

**7. End Date of Administrative Leave:** \_\_\_\_\_  
(First date employee is not on active military duty.)

**8. Return to Work Date:** \_\_\_\_\_

**9. Total Administrative Leave Hours Used:** \_\_\_\_\_  
(Multiply 5. by the number of pay periods the employee was on active duty as of date used in 6.)

**cc: Institution Payroll Office  
HR – USM Office**

Submit a copy of this worksheet when Administrative Leave begins and immediately after employee returns to work.  
(HR-USMO- May 12, 2005)

## MILITARY ADMINISTRATIVE LEAVE

For Law effective **July 1, 2003 through June 30, 2006**

### Procedure to process Health Benefits:

1. Fill out the Leave of Absence Form – (COBRA LAW).
2. Fill in the PCA code.
3. Mark “other” type of leave and handwrite “Military Leave” on the form.
4. Attach the military “Call-Up Orders.”
5. DBM will charge the institution 100% of the premium cost for Health, Dental and Prescription.
6. DBM will bill the employee and provide coupons for payment for the Life Insurance and Accidental Death Dismemberment.