

MORGAN COUNTY SCHOOLS

Request for Military Leave

Directions: Refer to the guidelines on back of form and complete the following:

Name: _____ Work Location: _____

Social Security Number: _____ Date: _____

I hereby request military leave on the following date(s):

* Attach copy of orders.

Employee Signature

Submit to Principal/Supervisor

Principal/Supervisor Signature

Date

Submit to Personnel Director

Approved Denied

Board of Education action if more than thirty days

Approved Denied Date _____

Superintendent/Designee's Signature

Date

Copy: Employee; Principal/Supervisor; Payroll Office

MILITARY LEAVE (ML)

1. An employee may request military leave pursuant to Morgan County Board of Education Policy GCBD, WV Code 15-1F-1, 15-1F-1a and federal selective service laws if/when ordered by the proper authority.
2. A written request for the ML and a copy of the orders must be submitted with the ML Form to the principal/supervisor in advance of the above.
3. The principal/supervisor shall verify the request/documentation and submit to the Personnel Director.
4. If the request is for thirty days or less, the Personnel Director will take action on the request.
5. If the request exceeds thirty days, the Personnel Director shall submit for Board of Education action.
6. If approved, the personnel/finance office shall enter the leave on the TSSI System.

Reference: Morgan County Board of Education Policy GCBD