



Military Leave Employee Checklist

- ___ 1. Notify employer and provide a copy of orders or letter (on letterhead of military unit) signed by commander.

- ___ 2. Complete request for leave form.

- ___ 3. Notify agency of continuation benefit coverage.

- ___ 4. Provide family with copies of all submitted documentation.

- ___ 5. Family members have all information provided by military unit. (e.g., name of contact person(s), telephone numbers, wills, powers of attorney, child support, income tax returns, [Soldiers' & Sailors' Civil Relief Act of 1940 SSCRA](#). The SSCRA provides protection of anyone entering or called to active duty in the U.S. Armed Forces. These protections are available to members of the National Guard and Reserve when in active federal service. SSCRA covers such issues as rental agreements, security deposits, prepaid rent, eviction, installment contracts, credit card interest rates, mortgage interest rates, mortgage foreclosure, civil judicial proceedings and income tax payments.).

- ___ 6. Provide family with the number to the Red Cross. The American Red Cross provides an exclusive worldwide communications and support network that serves as a lifeline between military service members and their families. The Red Cross is the connection to home in the event of a family crisis, a death in the family, a financial emergency, or a joyous birth.

- ___ 7. **MAKE SURE FAMILY MEMBERS KNOW YOUR BRANCH OF SERVICE, RANK, UNIT NAME, COMPANY NAME OR BATTALION NAME, SOCIAL SECURITY NUMBER, AND LAST KNOWN LOCATION.**