



**MILITARY LEAVE CHECKLIST**  
**FOR DEPARTMENT USE ONLY**

The purpose of this checklist is to assist department representatives with procedures for employees who are called to military duty (training or active duty). It is for department use only and should **not** be sent to Human Resources.

- 1. Obtain a copy of the military orders from the employee and send to Human Resources. (Attention: Jonathan Banks, Mail Code 2410, FAX (850) 645-9510, or email: [jebanks@fsu.edu](mailto:jebanks@fsu.edu)). Retain a copy of the military orders in your department's records.
- 2. Advise the employee to speak with his/her Benefits representative **before** military leave begins, if possible.
- 3. Advise the employee that a Military Base Pay Form will be required if they are called to active duty for more than 30 days and their military pay is less than their FSU pay. The employee should contact Human Resources prior to leaving for military duty.
- 4. Enter the employee's leave on the OMNI timesheet using the correct military time reporting code(s) from the table below.
- 5. Upon the employee's return from active duty, obtain a copy of the military release orders and forward a copy to Human Resources. (Attention: Jonathan Banks, MC 2410, FAX 850-645-9510, or email [jebanks@fsu.edu](mailto:jebanks@fsu.edu)).

<b>MLC30 - Military Leave for Days 1-30 of Active Duty</b> 9 or 10 Month Faculty	First 30 calendar days of active duty for 9 or 10 Month Faculty; Any active duty leave in excess of 30 days should be reported as annual leave, compensatory leave, or military leave without pay, unless Military Leave Supplement is authorized.
<b>MLH30 - Military Leave for Days 1-30 of Active Duty</b> 12 Month Faculty / A&P / USPS	First 30 calendar days of active duty for 12 Month Faculty, A&P, and USPS employees; Any active duty leave in excess of 30 days should be reported as annual leave, compensatory leave, personal holiday, or military leave without pay, unless Military Leave Supplement is authorized.
<b>MLTCP – Military Leave Supplement: Effective 31st Day of Active Duty</b> 9 or 10 Month Faculty	Authorized supplemental pay for 9 or 10 Month Faculty when FSU salary is greater than military pay effective 31 <sup>st</sup> calendar day of active duty (Requires Base Pay Form).
<b>MLTHP– Military Leave Supplement: Effective 31st Day of Active Duty</b> 12 Month Faculty / A&P / USPS	Authorized supplemental pay for 12 Month Faculty, A&P, and USPS employees when FSU salary is greater than military pay effective 31 <sup>st</sup> calendar day of active duty (Requires Base Pay Form)
<b>MLWCP – Military Leave without Pay (Active Duty)</b> 9 or 10 Month Faculty	Effective 31st day of active duty when FSU salary is less than military pay; Can be used with MLTCP to cover remaining hours.
<b>MLWHP - Military Leave without Pay (Active Duty)</b> 12 Month Faculty / A&P / USPS	Effective 31st day of active duty when FSU salary is less than military pay; Can be used with MLTHP to cover remaining hours.
<b>NATCP –Military Training Duty</b> 9 or 10 Month Faculty	Training hours (both active duty & inactive duty) for 9 or 10 M. Faculty. Can be reported for a maximum of 240 hours per fiscal year (July 1 – June 30). Any leave in excess of 240 hours per fiscal year should be reported as annual leave, compensatory leave, or leave without pay.
<b>NATHP–Military Training Duty</b> 12 Month Faculty / A&P / USPS	Training hours (both active duty & inactive duty) for 12 Mo. Faculty, A&P, and USPS employees. Can be reported for a maximum of 240 hours per fiscal year (July 1 – June 30). Any leave in excess of 240 hours per fiscal year should be reported as annual leave, compensatory leave, personal holiday, or leave without pay.