



FLORIDA STATE UNIVERSITY

OFFICE OF HUMAN RESOURCES

A6200 University Center
Tallahassee, FL 32306-2410
Phone: (850) 644-1449
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MILITARY LEAVE CHECKLIST FOR EMPLOYEES CALLED TO ACTIVE DUTY

If you have been called to active military duty the following items need your attention prior to your departure. If time does not allow, they should be completed as soon as possible.

- 1. Military Orders for Active Duty - Provide copies to your department representative **and** to:

Jonathan Banks
HR Specialist, Attendance & Leave
Office of Human Resources
Florida State University
A6200 University Center
MC: 2410
jebanks@fsu.edu
Phone: (850) 644-1449

Please submit a copy of any additional orders received to Human Resources and your department. This may include: amended orders for the current active duty period, and/or official release orders.

- 2. Military Base Pay Form - If your military base pay is less than your FSU salary, FSU will supplement your earnings. To obtain a copy of this form, contact:

Jonathan Banks
HR Specialist, Attendance & Leave
Office of Human Resources
jebanks@fsu.edu
Phone: (850) 644-1449

If your military base pay changes while you are on active duty resulting in a change to your supplemental pay status, contact Jonathan Banks for a new Military Base Pay Form.

- 3. Insurance Coverage - You have 31 days from the date your active duty leave starts to make any changes to your benefits. To discuss options for continuing or canceling your insurance benefits, contact the following representative according to your last name:

A-G	H-O	P-Z
Donna Arnold, HR Specialist Ph: 850-644-9615 dsarnold@fsu.edu	Kathy Worthman, HR Specialist Ph: 850-644-8732 kathy.worthman@fsu.edu	Kendrick Scott, HR Specialist Ph: 850-644-5726 kpscott@fsu.edu

Upon release from active duty, provide as soon as possible one of the following to the Retirement Section of Benefits (Jennifer Stamper (jstamper@admin.fsu.edu), (850) 644-7707 or Leasa Howard (lhoward@admin.fsu.edu), (850) 644-4016):

- 1. DD214 if discharged from military service, or
- 2. Official release orders from active military duty