



MILITARY LEAVE ELECTION FORM

According to PS12, any employee called to active duty is entitled to 15 days of military leave with pay for each tour of duty. Beyond the 15 days of military leave, the employee may elect to be placed on Leave Without Pay or may elect to use annual leave or compensatory time or a combination of these.

- Option 1: I elect to use hours of my annual leave during my military duty absence.
- Option 2: I elect to use hours of my compensatory time during my military duty absence.
- Option 3: I elect to use hours of my annual leave and hours of my compensatory time during my military duty absence.
- Option 4: I elect to go on Leave Without Pay and not use any of my annual leave and/or compensatory time during my military duty absence.

Signature: _____

Date: _____

Print Name: _____

LSU ID: _____

Address: _____

HR Approval: _____

Date: _____