

MILITARY LEAVE OF ABSENCE ACTION ITEMS & INFO

NAVIGATING YOUR JOURNEY

Complete the following action items for a successful leave of absence.

Before Leave of Absence

- ☐ Call CIGNA at 800.351.3510 to report a Military Leave of Absence.
- ☐ Review the Leave of Absence (LOA) Policy HR 29 and the material included in this packet.
- ☐ Talk with your manager about your Leave of Absence and return the completed Military Leave of Absence Information Form (included in this packet) to him/her 30 days prior to your military leave if possible and foreseeable.
- ☐ Provide copies of active duty orders to your manager and the HR Hub.
- ☐ Contact the HR Hub if you will not be continuing your contributory benefits (medical, dental, optional life, etc.).
- ☐ Ensure Emergency Contacts are up-to-date in MARS.
- ☐ Register for MARS Home Access—from the Houston Methodist network, go to the **Houston Methodist Intranet** and click on **MARS Home Access**. Login with your Houston Methodist Network ID and password. Enter your mobile phone number, answer 5 security questions and click **Update**.
- ☐ Contact HR Employee Transportation at AskParking@houstonmethodist.org or 713.441.6283 to cancel your parking or commuter election. Deductions will continue until you cancel.

After Leave of Absence

- ☐ Provide your manager and the HR Hub with discharge papers.
- ☐ Call CIGNA at 800.351.3510 to report your return to work.



Military Leave of Absence (LOA) Information Form

PROCEDURES - EMPLOYEE

- Use this form when you expect to be off for two or more weeks for required military training or active duty call-up. See HR29 for full explanation of leave policy.
- Call Cigna at 800.351.3510 to report your Military Leave of Absence.
- Contact HR Benefits if you will not be continuing your contributory benefits (medical, dental, optional life, etc.).
- Ensure Emergency Contacts are up-to-date in MARS.
- Provide copies of active duty orders to your manager and the HR Hub.
- Give this form to your manager 30 days prior to your military leave if possible or foreseeable.
- Upon return, provide manager and the HR Hub with discharge papers.

PROCEDURES - MANAGEMENT

- Obtain a copy of the employee's active duty orders
- Code time in API LaborWorkx as Excused Absence-No Pay (EXAB)*
- Keep this form and copies of the active duty orders in the employee's departmental file.
- Obtain discharge papers upon the employee's return and keep in the employee's departmental file.

EMPLOYEE INFORMATION (Please Print)

Name		
Last	First	MI
Employee ID Number	Cell Phone ()	Home Phone ()
Military Leave Dates: _____ through _____		
Military Rank or Pay Grade: _____ **	Years of Military Service: _____ **	

REASON FOR LEAVE – Military

Check reason for military leave below:

☐ Required Military Training

☐ Active Duty Call-Up

EMPLOYEE ACKNOWLEDGEMENT

I understand if I fail to return to work or secure a leave extension at the end of the military leave period I will be assumed to have resigned as of the date discharged from active duty and my employment will terminate.

PTO will not accrue or be earned while in a LOA status. Missed PTO accruals will be restored upon return to work from active duty with appropriate military release orders. Time absent from work while on a military leave will not result in a proration of any merit increase for the subsequent merit review period. Further, I must contact the HR Hub should I wish to cancel by contributory benefits.

Employee Signature

Date

*Employees who are on Military LOA may use Paid Time Off (PTO). Code PTOS in API LaborWorkx should the employee decide to be paid with PTO and not Supplemental Military Pay.

**Information used to determine eligibility for Supplemental Military Pay.