

**NEBO SCHOOL DISTRICT**

# MILITARY DUTY LEAVE NOTIFICATION

To be used for all active military leave notifications.

**Employee Information**

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

School \_\_\_\_\_ Position: \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

**Military Duty**

Service Branch: \_\_\_\_\_

Leave Start Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Please attach the applicable documentation of your service leave.

\_\_\_\_\_  
Employee's Signature Date

**Administrator Acknowledgement**

\_\_\_\_\_  
Administrator's Signature Date

**Human Resources Department**

\_\_\_\_\_  
Received By Date

\_\_\_\_\_  
Approved By Date