

DeForest Area School District

Military Leave

Employee Name: _____ Date: _____

Building: _____ Position: _____

Dates of Leave: _____

- I am electing to submit my military pay immediately upon receipt of military pay. I will submit my military paycheck stub detailing my pay and a check for the dollar amount to the Business Office.
- I am electing to receive no salary from the District during days I am on military leave. I will be docked my daily rate for each day I am on military leave. I am still responsible for my portion of the insurance premiums.

* Military paperwork/call-up documentation and a request for military leave should have already been submitted to the building principal and the human resources department.

Employee Signature

Date

<p>DASS CBA, Article XXI, Leaves, section Military Leave: <i>The employee has the option of remitting his/her military pay to the District and receiving full pay, or retaining the military pay and receiving no salary from the District for the time absent from the District.</i></p> <p>DAEA CBA, Article XIII, Leaves section Military Leave: <i>The teacher has the option of remitting his/her military pay to the District and receiving full teaching pay or retaining full military pay and receiving no salary from the District for the time absent from the District.</i></p>

Cc File
Payroll