



CLAYTON COUNTY PUBLIC SCHOOLS

Military Leave Notice and Request Form

Division of Human Resources – Benefits Unit

Use this form to notify the Clayton County Public Schools of your own uniformed service obligation. Give your supervisor and Human Resources notice as soon as practicable. Initial notice may be verbal or written; submit this form when practicable. Military leave is administered under applicable law and District policy. Submit the completed form to the CCPS Division of Human Resources – Federal Leave Section by email to MilitaryLeave@clayton.k12.ga.us or deliver to 1058 Fifth Avenue, Jonesboro, GA 30236. Submitting this form does not guarantee approval of leave. Eligibility will be determined in accordance with applicable federal and state law and CCPS policies.

SECTION 1 – EMPLOYEE INFORMATION

Employee ID: _____ First Name: _____ MI: _____ Last Name: _____

Address: _____ City: _____ State: GA Zip Code: _____

Primary Phone: _____ Alternate Phone: _____

Personal Email Address (for leave correspondence only): _____ @ _____

School/Department: _____ Position: _____

Employee's Supervisor/Manager (for notification purposes only): _____ Phone: _____

SECTION 2 – MILITARY SERVICE AND DATES

Service Branch or Uniformed Service: ☐ U.S. Army ☐ U.S. Marine Corps ☐ U.S. Navy ☐ U.S. Air Force ☐ U.S. Coast Guard
☐ Space Force ☐ National Guard ☐ Other: _____

Type of Service (select all that apply): ☐ Drill/Training ☐ Active Duty ☐ Emergency Activation ☐ Fitness Examination ☐ Other: _____

If an emergency activation, identify the activating authority if known: _____

• First Anticipated Absence from Work: _____ (mm/dd/yyyy)

• Anticipated Return to Work Date: _____ (mm/dd/yyyy)

• Expected Last Day of Military Service: _____ (mm/dd/yyyy)

• Date Supervisor Was First Notified: _____ (mm/dd/yyyy)

Was notice given verbally or in writing? ☐ Verbal ☐ Written Dates are: ☐ Confirmed ☐ Estimated

SECTION 3 – DOCUMENTATION AND UPDATES

☐ Orders or duty schedule attached ☐ Documentation not yet available ☐ Previously supplied ☐ Other: _____

Provide available orders, duty schedules, or comparable documentation when received. Lack of orders at the time of initial notice does not prevent you from providing notice. Notify the Federal Leave Section if your duty or anticipated return dates change.

SECTION 4 – EMPLOYEE CERTIFICATION AND ACKNOWLEDGMENT

I am notifying CCPS of the military service described above. To the best of my knowledge, the information provided is accurate. I understand that the Federal Leave Section will review the applicable leave and will contact me if more information is needed. I understand that I must keep my supervisor and the Federal Leave Section informed of any modifications in my length of duty.

Employee Signature: _____ Date: _____ (mm/dd/yyyy)

SECTION 5 – SUPERVISOR ACKNOWLEDGMENT (FOR NOTIFICATION PURPOSES ONLY)

Supervisor acknowledgment does not represent approval or denial of Military Leave.

Supervisor Signature: _____ Date: _____ (mm/dd/yyyy)

SECTION 6 – HUMAN RESOURCES USE ONLY

Date Received by HR: _____ (mm/dd/yyyy)

Classification: ☐ Paid Military Leave ☐ Unpaid Military Leave ☐ Governor-Declared National Guard Emergency ☐ Other: _____

Documentation Reviewed/Follow-up Needed: _____

Payroll Notified? ☐ Yes ☐ No Employee Notified On: _____ (mm/dd/yyyy)

IMPORTANT INFORMATION

- Submit this form as soon as you know leave may be needed.
- You will be notified of your eligibility and any additional documentation required.
- Keep your supervisor informed of your work status in accordance with CCPS policy.
- Contact the Federal Leave Unit with any questions at MilitaryLeave@clayton.k12.ga.us or 770-473-2700.

CONFIDENTIALITY AND NON-RETALIATION NOTICE

Information and documentation submitted in connection with a military leave request will be maintained as confidential information, separate from regular personnel records, in accordance with applicable law. CCPS prohibits interference, discrimination, or retaliation against employees for requesting military leave, in accordance with applicable law and District policy.