

MILITARY LEAVE CHECKLIST

Calendar Year: 20_____

Employee:_____

Military Part A (Maximum of 240 hours)	Military Part B (Maximum of 240 hours)
Military Part A used in calendar year:	Military Part B used in calendar year:
Military Part A remaining balance:	Military Part B remaining balance:
ORDERS – Title:	
ORDERS – Section:	
ORDERS – Dates of Orders:	
USERRA date employee must return to work by:	

TITLE 10 Section	Reserve Forces	LEAVE Subpart
331-333	Federal Aid for State Government (Insurrection)	B
688/688 (a)	Active Duty – Retired Members & Retired Aviators	B
10103	Order to Federal Service During National Emergency - Congressional	B
10147	Ready Reserve Training Requirement (Drills and Active Duty Training)	A
10211	Participation of Reserve Officers in Preparation and Administration	B
10247	Inactive Duty – Drills & Annual Training	A
12301 (a)	Active Duty – Full Mobilization (Declaration of War/National Emergency)	B
12301 (b)	Active Duty for 15 days with Consent of the Governor (ADT)	A
12301 (d)	Active Duty with Consent of the Governor (Supercedes Cite 672(d))	A
12302	Active Duty – Partial Mobilization (Presidential – National Emergency)	B
12303	Order to Active Duty – Ready Reserve not Assigned to Units	B
12304	Order to Active Duty (Presidential – Special Mission)	B
12319	Inactive Duty – Muster Duty	A
12322 & 12301 (h)	Active Duty for Health Care Active Duty for Health Care – National Guard with Consent of Governor	B B
12402	Active Duty – National Guard Bureau	B
12406	National Guard in Federal Service (Invasion/Rebellion)	B
12503	Inactive Duty – Funeral Honors Duty	A
12647	Retention in Active Service	B
16202	Required Active Duty for Training – Health Professions	A

TITLE 32 Section	National Guard	LEAVE Subpart
115	Funeral Honors Duty (Orders will specify State or Federal Active Duty)	A or B
316	Rifle Instruction of Civilians (Orders will specify State or Federal Active Duty)	A or B
502*	Required Drills and Field Exercises – Including Border Patrol Duty	A
502*	*Exception: Special Taskforces (Katrina Duty, COVID, etc.)	B
503	Field Exercises (Annual Training)	A
504	Schools and Small Arms Competitions	A
505	Army and Air Force Schools and Field Exercises	A
904	Homeland Defense Duty	B

TITLE 14 Section	Coast Guard	LEAVE Subpart
331/359	Recall to Active Duty During War or National Emergency	B
332/360	Recall to Active Duty with Consent of Officer/Member	B
367	Enlisted Stop Loss	B
673	Offshore Rescue Operations	B
712	Active Duty for Emergency Augmentation of Regular Forces (Domestic Emergencies)	B

Uniform Services Employment and Reemployment Rights Act (USERRA)	
Time limits for returning to work.	
Orders less than 31 days	Employee must return to work by the beginning of their first regularly scheduled work period after the end of the calendar day of duty (plus time to return home safely and an eight-hour rest period). If this is impossible or unreasonable, then as soon as possible.
Orders 31 to 180 days	Employee must return to work no later than 14 days after completion of service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
Orders 181 days or more	Employee must return to work no later than 90 days after completion of service.
Service-connected injury or illness	Reporting or application deadlines are extended for up to two years for employees who are hospitalized or convalescing.