

MEMORANDUM

TO: Ben Shivar, Town Manager
Valiria Willis, Human Resources Director

FROM: _____

DATE: _____

SUBJECT: Request for Leave Due to Military Call-Up

This memo will serve as notification that I have been called up for military duty on

_____ and am requesting military leave for the duration of this duty.

Date

I have been provided with a copy of the VETS Fact Sheet 3, "Job Rights for Veterans and Reserve Component Members", a copy of the Town Policy Statement 74 - Active Duty of Military Reservists, and the DOL FAQ Sheet "Reservists Called to Active Duty". I have reviewed this information and the Town policy and am aware of all of my rights and obligations under the law as well as Town policy.

Employee Signature

Date

Approved by Town Manager

Date

Acknowledged by Human Resources Director

Date