

State of Alaska
Military Leave Election Form (Training Duty)

Name _____ Date _____

Employee ID _____ Department _____

Effective Date of Military Training _____

Leave Election

AS 39.20.340(a) provides that an employee who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence with pay when ordered to training duty. The leave of absence will not exceed 16.5 days in a leave year and may not result in a reduction to the employees leave accounts. If training exceeds 16.5 days, the employee may choose to use annual or personal leave until exhausted or leave without pay for the balance of the training period.

_____ I elect to use all accrued annual/personal leave during my absence due to military training.

_____ I elect to retain all accrued annual/personal leave during my absence due to military training for use upon my return.

_____ Not applicable as I am not currently receiving leave benefits.

I understand these are one-time irrevocable designations.

❖ _____
Employee Signature

Date

Return this form with a copy of your military orders to your Payroll Services Section. Employees of the Governor's Office, Legislative Branch, Court System return the form and orders to your Human Resources Office.