



Military Leave for Combat Related Health Care Services

Legislation enacted in April 2018 (Chapter 16, Laws of 2018) amended Section 242 of the Military Law to entitle employees to take up to five work days of paid leave annually for healthcare related services for any combat related healthcare services scheduled during the employees' regular work hours . Employees who undergo combat related healthcare services outside their regular work schedules do so on their own time. For example, employees are not granted compensatory time off for combat related healthcare services that occur on pass days or holidays. Employees must submit medical documentation showing that the employee's absence was for the purpose of receiving healthcare services related to such duty. Combat related healthcare services may include any medical or psychological treatment or testing, hospital services, blood work or other laboratory tests.

To properly record this absence, please complete the information below, including a signature from the provider's office. Send the completed form to the Payroll Office, HAB 301. Document the time off on your timesheet as Non-Chargeable "Military Leave for Combat Related Health Care Services" on the online time and attendance system.

Employee Name (Please Print) _____

Signature of Employee _____

Doctor (To be completed by the patient's health care provider)

Date and Time of Appointment _____

Place of Appointment _____

Provider: Was this a combat related health care service? Yes No

Name of Provider (Please print) _____

Signature of Provider _____