



**DEPARTMENT OF HUMAN RESOURCES
CITY OF NEW HAVEN**

200 Orange Street, New Haven, CT 06510
(203) 946-8252 fax: (203) 946-7166

JOHN DeSTEFANO, JR.
MAYOR

EMMET P. HIBSON, JR.
DIRECTOR of
ORGANIZATIONAL DEVELOPMENT

Notification of Military Leave of Absence

I hereby notify the City of New Haven of official orders directing me to report for military service of the United States.

Employee Name: _____
Last Name First Name MI

Employee #: _____ Social Security #: _____

Date Advance Notice of Military Service Given to Employer _____

Date Military Service is to Commence _____

Receipt of Orders

Please Check One:

____ Receipt of Orders Written
Copy of written order or appropriate documentation is attached _____ yes _____ no

____ Receipt of Orders Oral

For periods of military leave over 30 days, the employer has the right to request documentation, which can be used to establish employee's basic eligibility for protection under USERRA. If your leave orders specify over 30 days, please provide documentation as soon as available, and if possible, before the commencement of military duty.

Duration of Orders

Please Check One:

___ Service of 1 to 30 Days ___ Service of 31 to 180 Days ___ Service of 181 or More Days

I have been apprised of my rights and my employer rights concerning my military leave through information published by the ESGR and provided to me by the City of New Haven. I understand that my completing this form is in no way a requirement for military leave, and that it is only for tracking purposes.

Respectfully submitted,

The telephone # of my reserve center/ armory is:

Employee Signature Date

Controller Date

Director of Human Resources Date

Original: Department of Human Resources

Copy to: Employee
Controller
Civil Service Commission

PLEASE RETURN TO THE DEPARTMENT OF HUMAN RESOURCES