

THE NEW YORK CITY DEPARTMENT OF EDUCATION  
 DIVISION OF HUMAN RESOURCES AND TALENT - HR CONNECT  
 OFFICE OF MEDICAL, LEAVES AND RECORDS ADMINISTRATION  
 65 Court Street, Brooklyn, NY 11201

## OP 160-1: Application for Military Leave of Absence

PLEASE TYPE AND PRINT.

To be completed at school or Unit Level and forwarded to HR Connect

APPLICANT INFORMATION: To be completed by employee			
Employee's First Name <input style="width: 95%;" type="text"/>	File # <input style="width: 95%;" type="text"/>	Social Security Number <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/>	
Employee's Last Name <input style="width: 95%;" type="text"/>	Employee ID # <input style="width: 95%;" type="text"/>	Title / Position <input style="width: 95%;" type="text"/>	
Maiden Or Other Name Used <input style="width: 95%;" type="text"/>	CFN <input style="width: 25%;" type="text"/>	District <input style="width: 25%;" type="text"/>	Borough <input style="width: 45%;" type="text"/>
Home Address <input style="width: 95%;" type="text"/>	School Name <input style="width: 60%;" type="text"/>		School Phone # <input style="width: 35%;" type="text"/>
City <input style="width: 25%;" type="text"/> State <input style="width: 10%;" type="text"/> Zip <input style="width: 20%;" type="text"/>	Employee's DOE Email Address <input style="width: 95%;" type="text"/>		
Home Phone # <input style="width: 95%;" type="text"/>	Cellphone # <input style="width: 95%;" type="text"/>		

MILITARY LEAVE OF ABSENCE REQUEST: To be completed and signed by employee and signed by school secretary
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First Physical Day of Absence <input style="width: 95%;" type="text"/>	Expected Date of Return <input style="width: 95%;" type="text"/>
<b>REQUIRED DOCUMENTATION:</b> (You must submit these documentation below along with this form to HR Connect Medical, Leaves & Records Administration)	
<b>For Military Leave without Pay:</b> - A copy of military orders	<b>For Military Leave with Pay: (Covered operations only - i.e., Operation Enduring Freedom, Operation Iraqi Freedom, Operation Noble Eagle or operations specifically connected with Homeland Security)</b> - A copy of military orders - Most recent Leave and Earnings Statement (LES) from the United States Defense Finance & Accounting Service - A notarized Extended Military Benefits Program (EMBP) Enrollment Form (DP-2520)
For more information on Military Leave and EMBP, visit: <a href="http://www.nyc.gov/html/dcas/html/employees/embp.shtml">www.nyc.gov/html/dcas/html/employees/embp.shtml</a>	
<b>I hereby request a Military Leave of Absence. I understand that Military Leave of Absence begins and terminates according to the nature of military orders.</b>	
Signature of Employee _____	Date <input style="width: 150px;" type="text"/>
I hereby certify that applicant is regularly appointed and that the above is accurate.	
Signature of School Secretary _____	Date <input style="width: 150px;" type="text"/>

EMERGENCY CONTACT INFORMATION: To be completed by employee
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<b>Contact Person 1 (must be in the USA):</b>	
Name <input style="width: 95%;" type="text"/>	Relationship to Employee <input style="width: 95%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	
Phone # <input style="width: 25%;" type="text"/>	Email Address <input style="width: 70%;" type="text"/>
<b>Contact Person 2 (must be in the USA):</b>	
Name <input style="width: 95%;" type="text"/>	Relationship to Employee <input style="width: 95%;" type="text"/>
Address <input style="width: 95%;" type="text"/>	
Phone # <input style="width: 25%;" type="text"/>	Email Address <input style="width: 70%;" type="text"/>

PRINCIPAL ACKNOWLEDGEMENT: To be completed and signed by principal / supervisor
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<input type="checkbox"/>	Acknowledge (Insert comments below)
Comments <input style="width: 95%;" type="text"/>	
Signature of Principal _____	Date <input style="width: 150px;" type="text"/>

OFFICE USE ONLY (FOR HR CONNECT MEDICAL, LEAVES & RECORDS ADMINISTRATION PERSONNEL ONLY)
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Employee Type <input style="width: 95%;" type="text"/>	Employee Status <input style="width: 95%;" type="text"/>
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