

State of New Jersey  
Office of Management and Budget

**PAID MILITARY LEAVE REIMBURSEMENT REQUEST FORM**  
**INSTRUCTIONS**

Before filling out the accompanying request form, please refer to the Division of Local Government Services Local Finance Notice 2004-14, "Review Of Military Leave For Public Employees." It provides a comprehensive explanation of Military Leave Benefits and the limited circumstances when public employers are eligible for State reimbursement. The Notice can be found at [www.nj.gov/dca/divisions/dlgs/lfns/2004\\_14.doc](http://www.nj.gov/dca/divisions/dlgs/lfns/2004_14.doc)

To be eligible for reimbursement the employee must have been a member of the U.S. Reserves (this includes Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, and National Guard members from other states). The law has not changed for NJ National Guard members; therefore there is no impact and no reimbursement. **If you do not qualify for reimbursement, please do not submit this request form.**

Please submit the completed request form with all required backup for the entire calendar year by the end of February of the following year. (All forms for calendar years 2002 and 2003 must be filed by September 30, 2004):

**Military Leave**  
**Department of the Treasury**  
**Office of Management and Budget**  
**PO Box 221**  
**Trenton, NJ 08625-0221**

Please complete all information requested and enclose the required attachments.

**Form Requirements**

**Requesting Agency:** Information needed to mail either reimbursement or request additional information. The contact individual and telephone number and e-mail information will speed processing of this request.

**Employee:** Under Employees status:

Permanent - For the purposes of paid military leave, permanent includes unclassified employees.  
Full-Time Temporary - Please include start date.

**Military Leave Chart:** List all work days missed for the year on the accompanying chart. Please use the following symbols for Duty Type:

<b>DUTY TYPE</b>	<b>CHART SYMBOL</b>
• Annual Training	<b>AT</b>
• Active Duty for Training	<b>ADT</b>
• Other Active Duty	<b>AD</b>

The following attachments must accompany this request in order for it to be processed:

- ➤ For each line item in the Military Leave Chart a copy of the military orders.
- ➤ Payroll status documents reflecting pay status for requested reimbursement periods.