

How to Apply for Military Leave

1. Employee should send a copy of the orders received, which reflects the effective date of the military service obligation to leave@ecu.edu
2. For periods eligible for military leave with differential pay, the employee should send a copy of their Leave and Earnings Statement or similar document covering the period eligible for differential pay to leave@ecu.edu
3. Employee should provide notification to department/supervisor of upcoming duty and/or schedule changes as soon as known. The employee is responsible for advising department/supervisor verbally or in writing the intention of returning.
4. Once your required documentation has been received and processed, you will receive a follow-up email within 3 to 5 business days.