



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 A6200 University Center  
 Tallahassee, FL 32306-2410  
 Phone: (850) 644-1449  
 Fax: (850) 645-9510

### MILITARY LEAVE CHECKLIST FOR EMPLOYEES CALLED TO ACTIVE DUTY

If you have been called to active military duty the following items need your attention prior to your departure. If time does not allow, they should be completed as soon as possible.

1. Military Orders for Active Duty - Provide copies to your department representative **and** to:

Shannon Byrum  
 HR Specialist, Attendance & Leave  
 Office of Human Resources  
 Florida State University  
 A6200 University Center  
 MC: 2410  
[smbyum@fsu.edu](mailto:smbyum@fsu.edu)  
 Phone: (850) 644-9641

Please submit a copy of any additional orders received to Human Resources and your department. This may include: amended orders for the current active duty period, and/or official release orders.

2. Military Base Pay Form - If your military base pay is less than your FSU salary, FSU will supplement your earnings. To obtain a copy of this form, contact:

Shannon Byrum  
 HR Specialist, Attendance & Leave  
 Office of Human Resources  
[smbyum@fsu.edu](mailto:smbyum@fsu.edu)  
 Phone: (850) 644-9641

If your military base pay changes while you are on active duty resulting in a change to your supplemental pay status, contact Jonathan Banks for a new Military Base Pay Form.

3. Insurance Coverage - You have 31 days from the date your active duty leave starts to make any changes to your benefits. To discuss options for continuing or canceling your insurance benefits, contact the following representative according to your last name:

A-G	H-O	P-Z
Donna Grubb, HR Specialist Ph: 850-644-9615 <a href="mailto:Donna.Grubb@fsu.edu">Donna.Grubb@fsu.edu</a>	Kathy Worthman, Senior HR Specialist Ph: 850-644-8732 <a href="mailto:kathy.worthman@fsu.edu">kathy.worthman@fsu.edu</a>	Kendrea Atkins, HR Specialist Ph: 850-644-5726 <a href="mailto:katkins@fsu.edu">katkins@fsu.edu</a>

Upon release from active duty, provide as soon as possible one of the following to the Retirement Section of Benefits (Jennifer Stamper ([jstamper@fsu.edu](mailto:jstamper@fsu.edu)), (850) 644-7707 or Leasa Howard ([lhoward@fsu.edu](mailto:lhoward@fsu.edu)), (850) 644-4016):

1. DD214 if discharged from military service, or
2. Official release orders from active military duty