

Military Leave Request

Mortenson will pay the difference between your base salary and military leave pay for up to two (2) weeks (80 hours) per calendar year. This benefit is available to Craft (non-union, regular, non-temporary, benefit eligible) team members involuntarily called to active duty including reserve training.

Please contact the HR Service Center with questions at askHR@mortenson.com or 800-780-0642.

Team Member Information	
Name:	
TM#:	
Job Title:	
Operating/Business Group:	

Military Leave Information	
Last Day Worked:	
Military Leave Start Date:	
Military Leave End Date:	
Return to Work Date:	

Pay Information	
If you have already used all 80 hours of paid military leave, do you want to submit PTO?	Select one: <input type="checkbox"/> Yes, I will work with my supervisor / project team to submit my own PTO on my timecard(s) <i>before</i> my military leave begins. <input type="checkbox"/> Yes, I want the HR Service Center to submit PTO for me. I will provide the total number of PTO hours I want per paycheck <i>before</i> my military leave begins. <input type="checkbox"/> No, I want to go unpaid.

YOUR TO DO LIST

Before Military Leave:

1. Complete Military Leave Request (this email/form) and email to askHR@mortenson.com.
2. Email copy of military orders to askHR@mortenson.com
3. Inform your supervisor of the dates you will be off work.

During Military Leave

1. You do not need to submit a timecard while on paid military leave.
2. If you work and take military leave on the same timecard, please enter hours worked and leave military leave days blank on your timecard.

After Returning to Work from Military Leave

1. Email copy of military pay statement to askHR@mortenson.com **and** Payroll@mortenson.com.
 - a. *Note: Military pay is not paid for service on Saturdays or Sundays.*

For more detailed Military Leave information, please visit the [Time Off / Leaves MortNet page](#).