

NOTICE OF RETURN AND REINSTATEMENT

ACTIVE DUTY MILITARY SERVICE MEMBER

This document serves as formal notification and processing record for a military service member returning to civilian employment/status following active duty service, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

1. EMPLOYEE / SERVICE MEMBER INFORMATION

FULL NAME

EMPLOYEE ID / NATIONAL ID

MILITARY BRANCH

RANK / GRADE

2. MILITARY LEAVE & RETURN DETAILS

MILITARY LEAVE COMMENCEMENT DATE

ACTIVE DUTY DISCHARGE / RELEASE DATE

REQUESTED REINSTATEMENT DATE

TYPE OF DISCHARGE / SERVICE TYPE

3. REINSTATEMENT POSITION & BENEFITS INFORMATION

PRE-LEAVE JOB TITLE & DEPARTMENT

REINSTATED JOB TITLE & DEPARTMENT

REPORTING SUPERVISOR

RATE OF PAY / GRADE ON REINSTATEMENT

4. DOCUMENTATION & COMPLIANCE CHECKLIST

☐

Copy of Military Orders, Certificate of Release, or Discharge from Active Duty (DD Form 214 or equivalent) submitted.

☐

Application/Notification for reemployment submitted within the statutory time limits designated by USERRA.

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Benefits reinstatement (health, pension, seniority rights) coordinated with Human Resources.

☐

Training, orientation, or reasonable accommodation requirements identified and scheduled.

5. ACKNOWLEDGEMENT & SIGNATURES

By signing below, the parties acknowledge the return of the service member to active civilian employment status under the appropriate reinstatement provisions.

EMPLOYEE / SERVICE MEMBER SIGNATURE

DATE

AUTHORIZED HUMAN RESOURCES REPRESENTATIVE

DATE