

Military Leave

Name _____ Department _____

My 6 months of full pay while on active duty ends on _____. During the remainder of my military leave, I choose to:

_____ Not receive any pay from the City of Hickory

_____ Continue receiving my regular paycheck from the City of Hickory. In choosing this option I understand that:

- I will be responsible for reimbursing the City for the gross amount of my military pay, not to exceed the gross amount of my City pay. Pay does not include special allowances, such as housing, clothing, subsistence, family separation, etc.
- The reimbursement will be due within 30 days of the end of the month. For example, military pay received for the month of February must be reimbursed to the City of Hickory by March 30.
- If reimbursement is not received by the due date, the City will suspend issuing a paycheck until reimbursement is received.
- A copy of my military pay stub along with a check for the proper amount should be sent to:

Claudia Main
HR Director
City of Hickory
P.O. Box 398
Hickory, NC 28603

- The reimbursed amount will be processed as "military pay" on the next paycheck. That amount will not be subject to taxes (federal, state, FICA) but will be subject to retirement contribution.

_____ Receive the difference between my City pay and military pay, if City pay is greater. In choosing this option, I understand that I must submit a copy of my military pay stubs each month so the City can verify the correct amount to be paid. Copies should be sent to Claudia Main at the above address.

Signature

Date