



HUMAN RESOURCES

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REQUEST FOR MILITARY LEAVE

TO: YOLANDA WILLIAMS
Director of Human Resources

DATE: _____

FROM: _____

LOCATION: _____

I have received orders from _____
(Unit Commander or Unit Headquarters)

of the _____ to report for active duty on
(Branch of Military Service)

_____ at _____
(Date) (Location)

A COPY OF THESE ORDERS IS ATTACHED.

(To be completed if tour of duty is other than June 1 and August 18)

I have attached a statement from _____
(Unit Commander or Unit Advisor)

that the above duty is available only from _____ to
(Date)

(Date)

SIGNATURE: _____

APPROVED: _____
PRINCIPAL OR SUPERVISOR

DIRECTOR OF HUMAN RESOURCES