Applying for Military Leave

**EMPLOYEE**
- Notifies Principal/Supervisor of dates for Extended Leave of Absence
- Completes Form A
- Provides Military Orders or Letter from Commander
- Returns completed forms to Leaves Office 30 days prior to extended leave start date
- In Person: 6400 Uptown Blvd. NE Suite 210 East Tower
- By Mail: HR-Leaves Office P. O. Box 25704 Albuquerque, NM 878125
- Secure Substitute, if required

**LEAVES OFFICE**
- Processes and mails approved/denied leave letter to employee’s home address
- Copy sent to Principal/Supervisor

**PRINCIPAL/SUPERVISOR SECRETARY**
- Applies correct Leave of Absence Codes for Payroll reporting

**QUESTIONS**
- Extended.Leaves@aps.edu
- (A-L) 889-4886
- (M-Z) 889-4865