

**The University of Alabama**  
**Request for Differential Pay While on Military Leave**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Print full name)

1. I request Differential Pay for Military Service for the period \_\_\_\_\_ through \_\_\_\_\_ as provided in The University's Military Leave Policy.
2. I have attached my Leave and Earnings statements (LES) to document each and every pay period that falls within the above dates. (Failure to do so will result in a substantial delay in receiving any pay differential).
3. I have included copies of my military orders for the period.
4. I hereby authorize the release of pertinent information necessary to process this claim.
5. I have served 30 or more consecutive days since September 11, 2001 for Homeland Security or the War on Terrorism.

I hereby certify under penalty of perjury that the above information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*Instructions:* Complete the following **only** if Leave and Earnings Statements **cannot** be provided for the requested Differential Pay for Military Service. **The signature on this section must be notarized.**

RELEASE

I hereby authorize the Adjutant General for the State of Alabama/United States Property and Fiscal Officer for the State of Alabama and/or Defense Finance and Accounting Service to release my Leave and Earnings Statement (LES) to the military Department and other state agencies as necessary to comply with ACT 02-430 and to and hereby waive all provisions of the Privacy Act 5 U.S.C. & 552 (1).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE \_\_\_\_\_

COUNTY \_\_\_\_\_

Before me, the undersigned authority, a Notary Public in and for said County and State of \_\_\_\_\_ at Large, personally appeared \_\_\_\_\_, who being known to me and being by me first duly sworn.

Sworn to and subscribed before me and given under my hand this day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My commission expires: \_\_\_\_\_