

Military Leave Reference Guide

Military leave is available for military training and active duty (deployment)

- Military leave is requested through our 3rd party leave administrator, Total Absence Management (TAM)
- Refer to the step-by-step guide on the WWT Leave of Absence website (How to Apply for Leave in Vantage Guide)
- Submit a ticket through the Self-Service Portal for any additional questions or to discuss your leave
- Provide the required copy of your orders or other signed documentation to use paid military leave

Military Training:

- Can be taken intermittently or continuously
- Paid at 100% of your base rate
- WWT employees are eligible for 15 days (120 hours maximum) of paid military training leave annually
 - Paid Military Training leave resets on January 1st of each year

**Note: If you're approved for an intermittent leave, HR will provide guidance on how to enter your training/drill dates.*

Military Duty:

- Employees called to active duty in the military are offered up to 26 weeks of differential pay per tour/deployment
 - Differential pay is the difference between your base WWT pay and your military pay
 - To receive differential pay, provide your LES documentation to payroll@wwt.com

Additional Information:

WWT complies with all USERRA guidelines for training and active duty leaves. For additional information, refer to the US Employee Handbook

