

Absence: Requesting a Military Leave of Absence

What is a military leave of absence?

A **military leave of absence** is only for service members **who will be absent for 30 or more days** (for events such as deployment). Benefits will continue for the first 24 months of Military Leave.

A military leave of absence is different than **military time off hours**.

- Military time off eligibility is based on your **military status**. To check your military status in Workday, refer to this [job aid](#).
- To use your military time off, submit a time off request in UKG (Kronos) or the appropriate timekeeping system.

REQUESTING A LEAVE OF ABSENCE

1. Choose one of the following:
 - Online: MYNYLGBS.com > Home/Start or continue a claim (print your confirmation page)
 - Phone: 888-842-4462 to or 866-562-8421 (Espanol) and a representative will help you.
2. Check status online at MYNYLGBS.com > My Absence Dashboard or contact New York Life at 888-842-4462 or 866-562-8421 (Espanol) 7 a.m. - 7 p.m. CST.