(Jurisdiction) Municipal Fire and Police Civil Service Board

To: Office of State Examiner

7722 Office Park Blvd., Suite 500

Baton Rouge, LA 70809

On (Date of civil service board meeting) the (Jurisdiction ) Municipal Fire and Police Civil Service Board approved requesting your office to administer the examination of (Class Title) to (Employees name) as he was on military leave when this examination was given on (Date the exam was administered).

***Please choose one of the following explanations:***

***The civil service board certifies that this individual was on military leave during the entire thirty (30) day posting period for the examination and would have met all the qualification requirements for the examination as posted by the board. This employee would have been approved for admission to the examination if he/she had not been on military leave.***

***Or***

***The civil service board certifies that the employee submitted an application and was approved to be admitted to the examination but was on military leave on the date the examination was held. This employee would have been approved for admission to the examination if he/she had not been on military leave.***

The employee was on military leave beginning on (Date) and returned on (Date) and he is currently active in the department.

We understand that this examination will be administered at the Office of State Examiner, and that the board will be responsible for notifying the individual of the date, time, and place of the exam at least five (5) calendar days in advance of the date fixed for the exam. We understand that we will receive a supplemental grade sheet for the exam in question once the grade for this individual has been completed by your office.