

June 8, 2011

MEMORANDUM NO: 044-11HR

TO: Agency Administrators
FROM: Bobbie Chappell, Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: Military Leave of Absence

Employees that go on Military Leave can either continue or cancel their insurance coverage. As with other work status changes, completing the Personnel Action Request (PAR) in a timely manner is critical for triggering the qualifying status change event.

Additionally, unless the employee cancels coverage, the insurance premium will be deducted from **any** payroll that runs for the employee. If premiums continue to be paid in full through payroll deduction, coverage continues and retroactive cancellation of coverage is not allowed.

Agencies must process one of the following Military Leave PARs for employees to be eligible to cancel their insurance coverage:

1. **LOA With Pay, Active Military** – leave with full pay for the first 30 days after being called to duty.
2. **LOA Without Pay, Military Leave With Pay Sup** – employees' military pay is less than their state pay and the agency pays the difference through a military leave pay supplement. Also, employees still receive holiday pay and leave accruals.
3. **LOA Without Pay, Military Leave Without Pay Sup** – employees will not receive a supplement, but will still receive holiday pay and leave accruals.

To continue insurance coverage:

1. Continuation of coverage is automatic.
2. Agencies must complete PARs timely.
3. If payroll runs, the system deducts the insurance premium. The employee owes the difference, if any.
4. If the employee is on full LWOP (no annual leave, no military pay supplement and no eligible holiday pay) while on Military Leave, then he or she must pay the employee portion of the insurance premium by personal check. The agency is responsible for the state contribution.

To cancel insurance coverage:

1. Agencies must complete PARs timely so the employee can cancel coverage.
2. Election changes related to Military Leave must be handled through JAC, by submitting a completed form.

To return to work after Military Leave:

1. Employees that return to work within 90 calendar days from their date of discharge are eligible to re-enroll or continue insurance coverage. Agencies must complete the PARs on behalf of employees returning from Military Leave timely.
2. Employees that are off payroll for 31 days or more are eligible to make new insurance coverage elections upon return.
3. Employees that are off payroll for less than 31 days must enroll in the same insurance coverage they had prior to Military Leave.

For more details about [Military Leave](#), view the [Program Guidelines](#) on the HRM website.