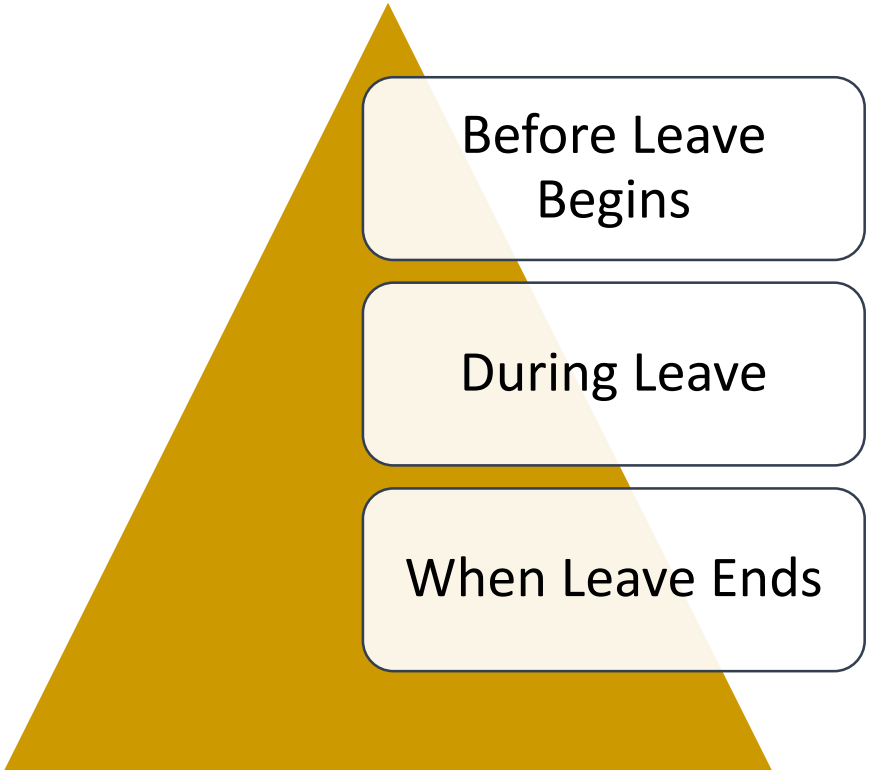
When State Employee Needs Leave for Active Military Duty



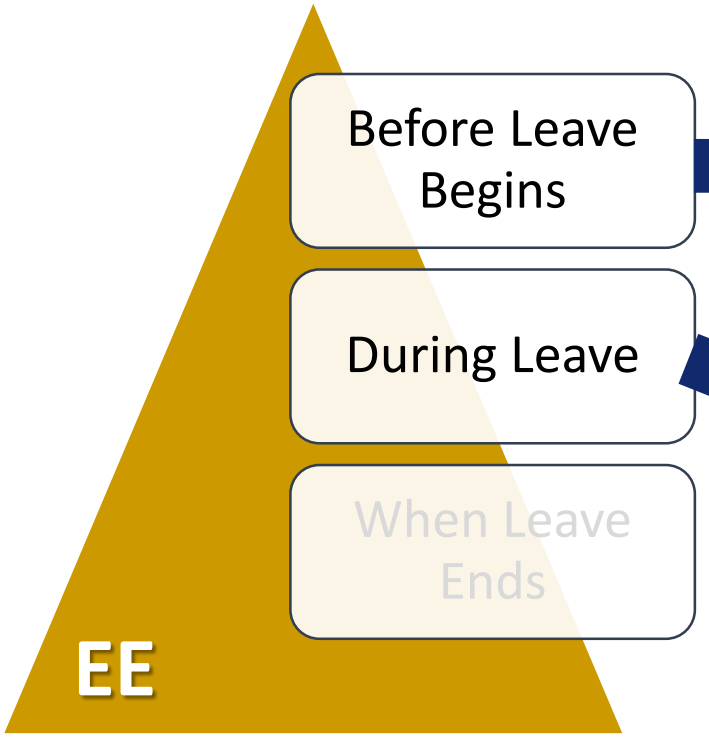
Employee's Responsibilities for Every Instance of Military Leave

- Notice that service is required
- Submit military orders
- Request Paid Military Leave if available
- Complete forms:
  - Health Care Cont
  - Differential Pay
  - Emergency Contacts

Documentation: Copies of Orders issued by Military

- Must clearly identify military authority issuing the orders.
- Should be able to identify the military authority to contact if there are questions about the authenticity of the document or orders.

Differential Pay and Health Care Continuation



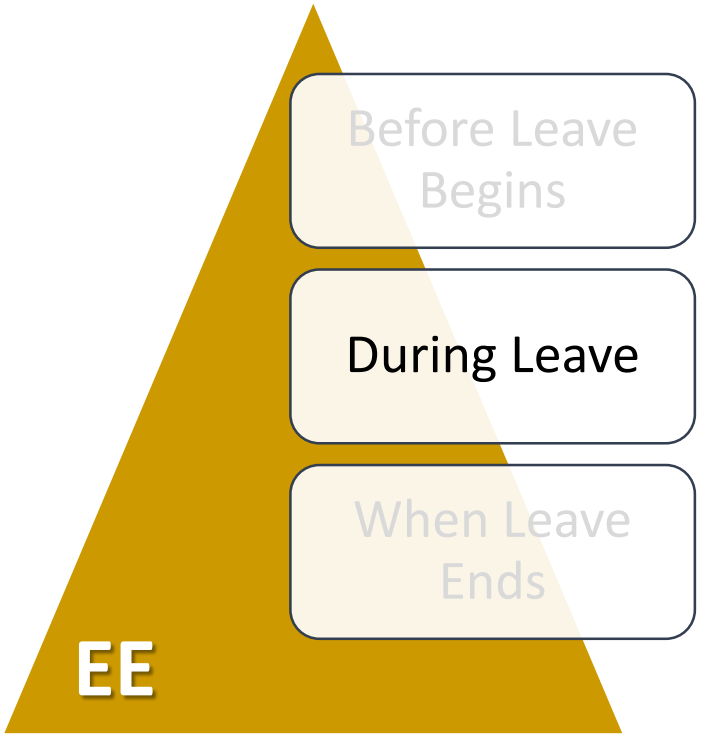
- Complete Request for Health Care Continuation
- Submit LES (Leave & Earnings Statement) so amount of Differential Pay can be calculated

- Submit additional LES whenever military pay changes so differential pay can be recalculated

Health Care Insurance

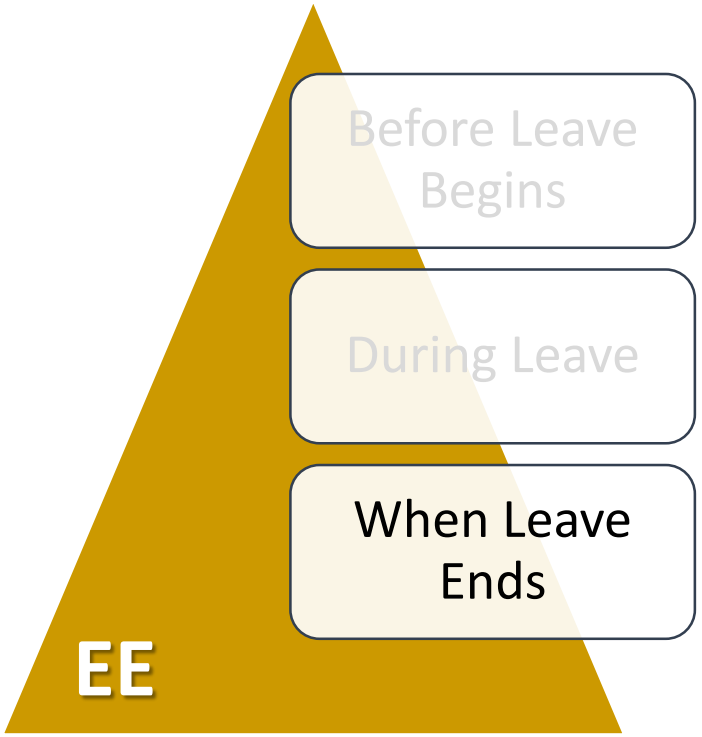
- Entitled to coverage and cannot be required to pay more than the normal premium for the first 30 days of leave.
- Can continue coverage at 100% of premium and continue participation in pre-tax accounts.
- Must complete FORM and submit to SPD Benefits at SPDBenefits@spd.in.gov.
- IF choose not to continue coverage, must initiate coverage upon return from leave – REINSTATEMENT DOES NOT HAPPEN WITHOUT ACTION BY YOU

Employee's Responsibilities for Every Instance of Military Leave



- Submit documentation of any other changes:
  - additional orders if military service is extended, reduced, or otherwise changed
  - updated emergency contact or direct deposit information

Employee's Responsibilities for Every Instance of Military Leave



If seeking reinstatement to your job, must make request within applicable time frame:

Service of 30-181 days:
request required within 14 days

Service > 181 days:
request required within 90 days

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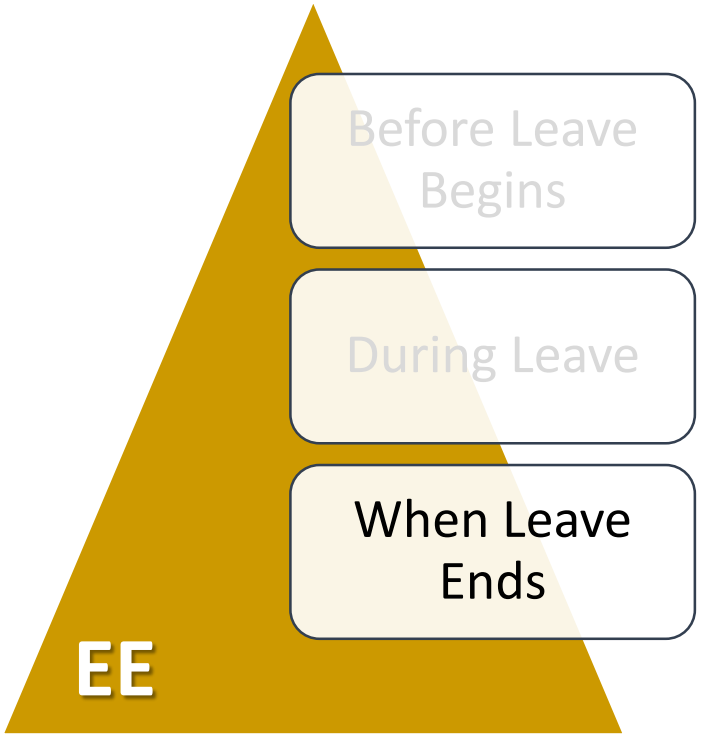

Service < 30 days:
Employee must return to work on the next scheduled work day following an 8-hr period after returning from military service

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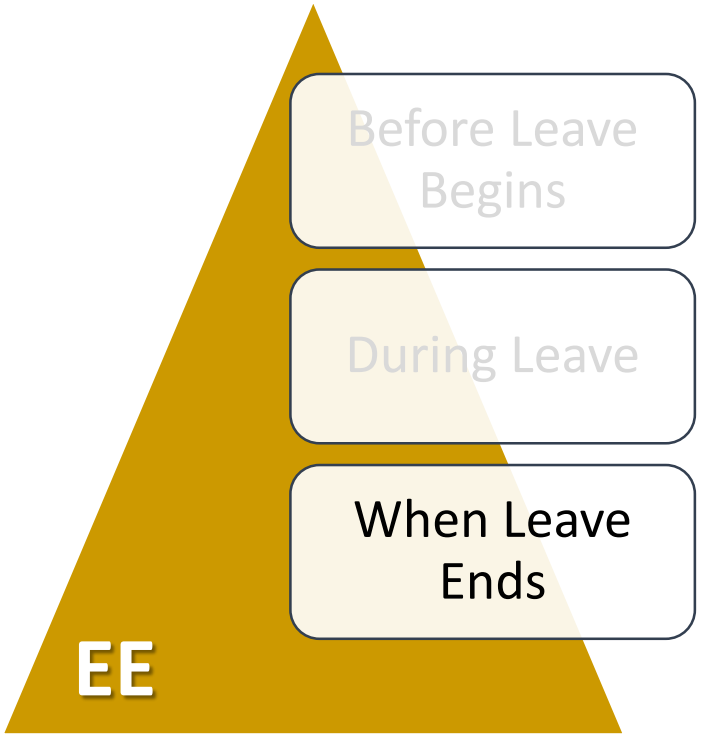
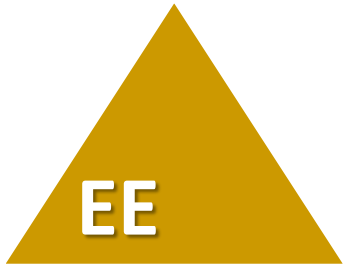


- If claiming inability to return to work due to illness or injury incurred during military service, must submit documentation to support that claim.

Health Care Insurance



Employee MUST contact SPD-Benefits Hotline at 1-877-248-0007 (or 232-1167 in Marion County).

- Notify whether or not to reinstate coverage for health, vision, dental, and/or life insurance.
- Must be done no later than the Monday immediately following the pay period in which you return to work.

Failure to meet time limit will result in NO COVERAGE.