

LEAVE WITHOUT PAY – MILITARY

Due to your recent MILITARY LEAVE WITHOUT PAY, the following information applies to you.

HEALTH BENEFITS

1. If you have family coverage, your Health Benefits will continue for one (1) year from the effective date of your Leave. If you have individual coverage, your Health Benefits will terminate immediately.
2. Once your benefits terminate, you cannot purchase them through the State. You & your family must use the military health benefits.

RETIREMENT PLAN

1. While you are on Leave Without Pay, your payment into the Retirement System is not being made.
2. After you have returned to work for one year, you may come to the Personnel Office to initiate the necessary forms to be billed for the period when no payments were made by you.
3. **IF YOU WERE ACTIVATED DURING A MILITARY CONFLICT YOU MAY BE ABLE TO GET CREDIT FOR LEAVE TIME WITHOUT HAVING TO PURCHASING THIS TIME. UPON YOUR RETURN FROM MILITARY LEAVE, PLEASE SUPPLY HUMAN RESOURCES WITH A COPY OF YOUR DD214.**

LEAVE EXTENSIONS

1. You shall submit any extensions of your military orders to the Personnel Office.

LIFE INSURANCE

1. If you have life insurance and wish to continue it while you are on LWOP you must pay the full amount through the Personnel Office.

RETURN TO WORK

At least one (1) week before returning to work, please come to the Personnel Office and sign the necessary forms to place you back on the payroll to ensure your first paycheck is not delayed.

I AM IN RECEIPT OF A COPY OF THIS FORM....

Name

Date

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