

Military Leave Checklist & Benefits Information

Employee's Responsibilities

Before Leaving:

1. Discuss your Leave of Absence with your Supervisor and submit a completed Request for Personal or Military Leave of Absence Form with official orders to your supervisor. When possible these forms should be submitted 30 days in advance. If written notification is not possible, verbal notification is to include the following information: expected date of return, name and telephone number of power of attorney, branch of service, rank, and any duty station information.
2. Notify your department of the name, address, and telephone number of your designated Power of Attorney. A Power of Attorney has the authority to assist with employment matters and benefits options.
3. Contact the Leave of Absence Coordinator to discuss your eligibility for a military pay supplement (after the first 30 days of full pay). You may be eligible for a supplement if your University salary is higher than your documented military base pay. Please send a copy of your Military Earnings Statement (MES) to the Leave of Absence Coordinator.
4. Discuss with your supervisor and your department payroll processor whether you wish to use your personal leave balances after the first thirty (30) days. You may prepare your Leave and Pay Exceptions Report(s) (LAPERS) in advance for the period you will be using leave.
5. Contact PeopleFirst at 1-866-663-4735 to discuss your options regarding insurance coverage while on military leave. If you choose to cancel coverage you must notify PeopleFirst within thirty (30) days of the beginning date of your military leave. To continue paying premiums while on military leave, arrangements must be made with the Leave of Absence section in Human Resources.
6. If you are enrolled in any of the Gabor Insurance Programs, contact Gabor at 1-800-330-6115 to determine your options.
7. Contact retirement or life insurance companies to ensure beneficiaries are up to date.

Upon Return:

1. Submit Intent to Return to Work Form to your Supervisor thirty (30) days prior to your date of release from active service. You may take up to 90 days of additional unpaid leave (unless annual leave is available) after your official discharge date. Time limits for returning to work depend on the duration of the orders:
 1. Service of 1-30 days, the beginning of the next regularly scheduled work period on the first full day (after a minimum 8 hour rest period).
 2. Service of 31-180 days, within 14 days.
 3. Service of 181 days or longer, within 90 days.
2. Contact PeopleFirst at 1-866-663-4735, within thirty (30) days of discharge date, to reactivate any suspended benefits.
3. Provide a copy of your DD-214 to your Leave of Absence section in Human Resources

Department's Responsibilities

Upon Leaving:

1. The immediate Supervisor and Dean/Chair/Director must sign off on the Request for Leave of Absence Form. For A&P and USPS employees, please forward the completed/signed form with official orders to the HR Leave Coordinator. For Faculty members, the request and orders should be forwarded to the Provost's Office. Designated Power of Attorney information must be obtained from the employee if applicable.
2. When the employee goes on unpaid leave, generally after thirty (30) days, an ePAF placing the employee on Leave of Absence – Military, must be completed. An end date should NOT be included on the ePAF. Many employees do not return on the date specified due to a variety of reasons (i.e. orders extended).
3. When the employee is paid from Contracts and Grants (C&G) in direct support of a grant, the department should advise the UCF Office of Research and Commercialization. This is necessary to determine if there will be any impact on the grant.

4. The department must coordinate with Payroll Services regarding any supplemental military pay that may need to be processed and authorized each pay period.

Upon Return:

Complete an ePAF once the employee has contacted the department with a return to work date stating: "Return from Leave to Active Status".

Military Leave of Absence – How It affects Benefits

PeopleFirst should be contacted at 1-866-663-4735 by either the employee or his/her Power of Attorney prior to (or as close to) the beginning of the military leave of absence to discuss the continuation or cancellation of benefit plans. The employee should ensure that the power of attorney has the contact name(s) and telephone number(s) of the HR Benefit's Representative in the event circumstances change and updates to benefits must be made.

During the first thirty (30) calendar days of military leave, the employee will remain in full and active pay status. Premiums and other deductions continue to be deducted from the employee's paycheck. Following the first thirty (30) calendar days, the employee may elect to use annual, sick, or compensatory leave intermittently each pay period to cover premiums and deductions, or be placed on unpaid leave. The employee should contact the Human Resources – Leave of Absence Coordinator who can provide an estimate of the employee paid portion of premiums and deductions. The premiums may either be deducted from the employee's pay check through the use of paid leave, military pay supplement (if eligible), or by submitting a personal check or money order directly to the Human Resources Leave of absence Coordinator.

Health/Life/Supplemental Insurance Benefits

An employee called to active duty has the option to continue or cancel any coverage in any benefit plans the employee was enrolled in at the time of reporting for active duty.

For health and basic life, the University will continue to pay the state share of the premiums for that coverage. The employee will continue to be responsible for any amount that the employee had been paying.

If enrolled in optional life or any supplemental insurance coverage, the employee may continue or cancel any or all of the coverage. Since the premiums for this coverage is the total responsibility of the employee, employees that continue the coverage are responsible for the entire monthly premium.

For those employees that elect to continue insurance coverage, any premium amounts due from the employee will continue to be deducted from each payroll. If the amount of the employee's pay is not sufficient, the employee or their representative must make the payments by personal check or money order. In such instances, payments will be due to Human Resources no later than the first (1) day of the month prior to the coverage, i.e., by October 1 for November coverage. Paying after that date risks a suspension of coverage.

The basic life insurance and optional life insurance both provide additional coverage for accidental death and dismemberment, at no cost. Regardless of the reason for the death, the basic and optional life insurance will pay the beneficiary. However, the additional coverage for accidental death and dismemberment is paid in the event of an accident and will not be paid if death occurs due to war or any act of war, declared or undeclared. Since it is provided at no cost, it is not possible to cancel the accidental death and dismemberment coverage and retain the basic life coverage.

An employee that cancels an insurance coverage due to being called to active duty, may reenroll in that same coverage if the employee returns to work no later than ninety (90) calendar days after separation from military service, by contacting PeopleFirst at 866-663-4735 within thirty-one (31) calendar days after returning to work. For such employees, any pre-existing condition provisions of any coverage will not apply to those persons who were insured under the employee's coverage in effect at the time the employee was called to active duty.

Medical care reimbursement/dependent care spending accounts

Enrollment in medical care reimbursement and dependent care spending account enrollments may be continued at the elected amount, at a reduced amount or cancelled. The same reenrollment provisions apply to these accounts as apply to any insurance coverage, except that an employee that cancels a medical care reimbursement account may not reenroll in such an account in the same calendar year. Also, if the employee's

pay is less than the amount of the deduction, the employee or their representative must make the payments by personal check or money order.

Remember that open enrollment is held in the Fall of each year. Please contact PeopleFirst or the UCF Human Resources office for the open enrollment dates. Employees are encouraged to make their necessary benefit changes prior to departure.

Tax Sheltered Annuity [403(b)]

If the employee remains in a full or partial pay status, the employee/designee must decide whether to continue or cancel the reduction. The employee or designee should contact the TSA company representative or contact the UCF Human Resources Office- Benefits Section at 407-823-2771 to discuss options.

Deferred Compensation

An employee's military pay cannot be considered by the State in computing the amount of deferral. Upon call-up, an employee who is participating in the deferred compensation program may choose whether or not he/she wishes to continue his/her deduction while serving on active duty. Unless the appropriate papers have been processed through the Deferred Compensation Office, deferrals will continue at the same amount as was in effect prior to call-up, unless the military pay supplement is not sufficient to cover the deferral.

If an employee wishes to discontinue their deduction, they must contact their investment provider directly. If the employee is not sure who his/her investment provider is, they can contact the State Deferred Compensation Office toll-free at 877-299-8002.

Savings bonds deductions

An employee's authorized savings bond deduction will continue as long as the military pay supplement is sufficient to cover the amount of the deduction. However, the employee or person having the Power of Attorney may advise Payroll Services that he/she wishes to discontinue savings bond deductions.

Retirement contributions

Employees on military leave of absence shall receive full retirement credit for the period of such leave upon their return to employment. The University shall make the appropriate retirement contribution on any salary (full or supplemental salary payments) paid to employees during such period of military leave. When these employees return to employment, the University shall pay the additional retirement contribution necessary to make up the difference between the contribution paid on the supplemental salary and the contribution that would have been paid on the gross salary at the time military leave was granted. The maximum cumulative time the University is required to contribute during a military leave is five (5) years provided the employee received an honorable discharge and was reemployed by the University. A copy of the employee's discharge documents must be sent to HR-Leave of Absence Coordinator immediately upon the employee's return to work.

Leave accrual– Annual and Sick

The first thirty (30) calendar days of a military leave of absence is with full pay with no reduction to accrued leave or compensatory leave. The Payroll Processor must use the code "M30" for PeopleSoft entry. The first 30 days of military leave are counted as administrative leave under this code. After the thirty (30) calendar day period the employee may use accrued annual, sick, or compensatory leave to remain in an active pay status and will continue to accrue annual and/or sick leave proportionate with the number of hours in active pay status.

Employees on military leave will continue to earn full annual leave, sick leave, and holiday pay. All unused leave is retained for the employee and credited to his/her account upon return to employment. For a USPS employee called to active duty that has an annual leave balance in excess of 240 hours on December 31 of each year, the excess hours are converted to the employee's sick leave account. For a Faculty or A&P employee called to active duty who has an annual leave balance in excess of 352 hours on December 31 of each year, the excess hours are converted to the employee's sick leave account.

Sick Leave Pool

Members of the sick leave pool may not use hours from the pool while on military leave. While on military leave, though, an employee may make a contribution to the sick leave pool to replenish hours when notified this is a condition of continued membership.

Re-employment

Employees who are reservists called to active military service must notify their supervisor or notify the HR Leave of Absence Coordinator within thirty (30) days prior to the date of release from active service. The employee or his/her Power of Attorney is responsible for notifying the Supervisor or HR Leave of Absence Coordinator of the last day of active duty.

Miscellaneous Collection Deductions

If the employee has monetary obligations (i.e., Garnishments, Court Ordered Support, IRS Tax Levies, Federal Student Loans) being deducted from his/her check, these deductions will continue to be processed through the payroll system in the normal manner. Employees are responsible for making up any difference in the amount owed for court ordered support by submitting payment via personal check or money order to the Payroll Department.

Other payroll deductions

Employees who have deductions for credit unions or other deductions which were being payroll deducted prior to the call to active duty must advise the payroll office of their wishes to continue or stop each of these deductions. Parking deductions will resume upon return to the University until total payment has been received.

Direct Deposit

Direct Deposit (EFT) will continue.

The military pay supplement should cease upon the employee's release from active military service. The employee or his/her Power of Attorney is responsible for notifying Human Resources of the last day of active duty. However, an employee may request, and the University may approve, the use of paid leave to cover the period between the employee's release and their return to work.

Death

If the employee dies during the military leave, the designated Power of Attorney should immediately contact the University HR Benefits Section for assistance and to discuss benefits options that may be available to the surviving spouse, dependents, or beneficiary.