

**EMPLOYEE BENEFIT CHECK-LIST
UPON ACTIVATION FOR MILITARY SERVICE**

I, _____, have been ordered to report for active military service on
(Name)
_____. My expected duration of active duty is _____.
(Date)

I understand that I may elect to continue my benefit deductions (if sufficient University pay is received while on active duty) or prepay my benefit deductions to keep my insurance and other benefits in force. I may also allow coverage to lapse and re-enroll within 30 calendar days of my return to work. I do not have any interim re-enrollment opportunities.

I understand that if I have any garnishments (including wage assignments) deducted from my paycheck, I have a *personal obligation* to make timely payment. If I am receiving University pay sufficient to cover the deductions, they will continue to be deducted while I'm on military leave.

I have completed and attached a *Health Insurance Election for Military Personnel* form (ET-2350), <http://etf.wi.gov/publications/et2350.pdf>. Yes No

Benefit Program	Benefit payable while on duty?	Monthly employee cost	Continue while on leave?	Prepay or/ Deductions
State Group Health Insurance	Excludes injury or illness resulting from war or act of war			
State Group Life Insurance	Life benefit payable for loss resulting from an act of war; AD&D is <i>not</i> covered			
Income Continuation Insurance*	Benefit NOT payable if disability is due to war or act of war.			
Individual & Family Life Insurance	Benefit payable for loss due to act of war			
UW Employees, Inc. Life Insurance	Benefit NOT payable if loss is due to act of war			
UIA Life Insurance (<i>required to continue</i>)	Benefit payable for loss due to act of war			
Accidental Death and Dismemberment	Benefit NOT payable if loss is due to act of war			
EPIC Benefits+	No benefits payable if loss is due to act of war			
Dental Wisconsin	No benefits payable if loss due to any military action			
Anthem Dental (<i>classified rep only</i>)	Benefit NOT payable if loss is due to act of war			
Union Dental	Check with your union			
VSP Vision	Can receive services out of network			
ERA	Reduced annual contributions will impact benefits available			
TSA	May continue payroll deduction			
Deferred Comp	May continue payroll deduction or "made up" upon return to work.			
Partners in Giving	May continue payroll deduction			
Other deductions	May continue payroll deduction			
Parking	Discontinue			

* Employees on military leave may still have a valid ICI claim if the disability is not the result of war or an act of war.

I understand that I must make application for reemployment/ restoration within 180 days of release from service. (Note: If employee is disabled while on duty, deadline may be extended up to 2 years under USERRA).

I may take up to 160 hours of accumulated paid leave in the first 30 calendar days after release from military service. I may then take paid or unpaid leave for the remainder of the 180-day period immediately following discharge from military service.

Information about Wisconsin Retirement System (WRS) Service and Contributions

You are required to pay half the total WRS contribution (employee-required contribution is 5.9% of WRS-reportable income in 2012). You are not required to pay any WRS contributions during an **unpaid** military leave of absence. You have the choice whether to make up all, some or none of the total employee-required contributions upon return to work

If you **receive differential pay** during your military leave of absence (UW pay is higher than military pay), you are required to pay WRS contributions on the amount of differential pay received. You have the option to make up all, some or none of the WRS contributions based on your full UW salary upon return to work.

Upon return to work, you have the earlier of (1) three times the period of military service, or: (2) five years, to repay any missed WRS contributions. If you elect to repay your employee-required contributions, the UW will also pay its employer-required contributions and both will be credited to your WRS account. If you do not repay your WRS contributions, the UW will not pay its portion of the WRS contribution either.

You will earn WRS service credit for the time on military leave regardless of whether or not the employee-required contributions are paid (limits may apply). See the USERRA Certification form (ET-4560) for additional information.

I understand that I must complete a USERRA Certification form (ET-4560) upon return to work to indicate whether or not I plan to make up any missed WRS contributions: <http://etf.wi.gov/publications/et4560.pdf>.

Name: _____

Signature: _____

Date: _____

If available, email and/or address at which I can be contacted during leave:

