



Summary of Military Leave Provisions & Information about Benefits during a Military Leave of Absence

The following chart is a summary of benefits under the 30 Day and 4 Year Military Leave Benefits. A more detailed Q&A document can be found at: <http://www.wisconsin.edu/hr/benefits/leave/milprov.pdf>.

<u>Features</u>	<u>30 Day Leave Benefit</u>	<u>4 Year Leave Benefit</u>
Length of Paid Leave	30 work days of military leave per calendar year	Up to four years of military leave on or after 1/1/03.
Employee Eligibility	Employees in permanent status - classified permanent/project employees must no longer be in original probationary period.	All employees (including those in probationary period). Generally, LTE's not eligible.
Military Leave Eligibility	Extended active duty, federal active duty (including annual active training) of 3+ consecutive days.	Applies to members of the Reserve Component of the US, including the National Guard, who are called to active state or federal military duty.
How days are counted	First 30 work days of qualifying military service every calendar year.	Duration of deployment, up to 4 years.
Order of Use	First 30 work days of military leave per calendar year.	Applies after the 30 day benefit is exhausted. Suspended at the start of each calendar year until the annual 30 day benefit is exhausted.
Differential Pay Benefit	Base state pay less base military pay. No loss of pay, pay advancement or performance awards.	State pay (may include non-base pay supplements) less base military pay and BAH (housing allowance). No loss of pay, pay advancement or performance awards.
Accrual of annual vacation while on paid military leave	Continues to accrue while on active duty	
Accrual of annual vacation while on unpaid military leave	Continues to accrue for inactive and active military duty	
Accrual of sick leave while on paid military leave	Continues to accrue while on active duty	

<u>Features</u>	<u>30 Day Leave Benefit</u>	<u>4 Year Leave Benefit</u>
Accrual of sick leave while on unpaid military leave	Continues to accrue for inactive and active military duty	
Personal Holidays (including floating holidays)	Continues to accrue and may be carried over while on active duty	
Legal Holidays while on paid military leave	Eligible to accrue/use while on active duty	
Legal Holidays while on unpaid military leave	Eligible to accrue/use for inactive and active military duty.	
Restoration or Reemployment Classified Employees and Faculty/Renewable Academic Staff	Same/similar position restored (including seasonal employees), if other than a dishonorable discharge. Must make application for reemployment/restoration within 180 days of discharge. Note: If employee is disabled while on duty, deadline may be extended up to 2 years under the Uniformed Services Employment and Reemployment Rights Act (USERRA).	Same as 30 day leave benefit; however, if the employer's intent is to not renew the appointment, incumbent should be notified of intent upon or before call to active military duty.
Maintaining Insurance Coverage	Military pay deducted from state pay may be reduced to allow benefit deductions. Employee can opt to prepay or let coverage lapse. Must reenroll in any lapsed benefits within 30 calendar days of return to work.	
Use of Accumulated Leave Before Return to Work	Not addressed	Upon discharge from active duty, employee is entitled to 180 days of unpaid leave before applying for reinstatement/restoration. Within the first 30 calendar days of military discharge, the employee may use 160 hours of accumulated leave (other than sick leave). Additional accumulated leave may be used during the remaining 150 days.
WRS Crediting	Employee receives WRS service credits for time on military leave. Employee required to pay WRS contributions on differential pay (if applicable). Employee has choice of whether or not to pay WRS contributions on full UW salary. If employee pays WRS contributions, UW will pay its portion of employer-required contribution. Employee receives WRS service credit regardless of whether or not WRS contributions are paid (limits may apply).	

Benefits While on Military Leave

All benefits are paid one month in advance of coverage except for Income Continuation Insurance (ICI) which is paid for the current month. All benefit coverage levels will continue at the level in effect immediately before your military leave begins. You have the option to maintain some or all of your benefits during a military leave. You should complete the Employee Benefit Check-List Upon Activation for Military Service ([UWS-47a](#)) and return it to your institution's benefits office to indicate what you would like to do regarding your benefits during your leave.

If you choose to allow any benefits to lapse while on military leave, you have 30 days from your return to work to re-enroll in any lapsed benefits. You also have 30 days from your return to work to enroll in or change any benefits that had an open enrollment or change period during your military leave of absence. You must also submit a [USERRA Certification Form \(ET-4560\)](#) to your payroll & benefits office after every military leave.

See information below regarding your benefits while on a military leave of absence. Please also remember to update your beneficiary designations for your life insurance, tax-sheltered annuity, Wisconsin Deferred Compensation and Wisconsin Retirement System accounts. All forms are available on the [UW Forms Page](#).

State Group Health Insurance

- For any military leave longer than 30 days, you must complete a Military Service and a Health Insurance Election for Military Personnel form ([ET-2350](#)) to indicate whether or not you want coverage to continue.
- You are eligible for the full employer contribution towards the premium for the duration of the leave.
- Generally, military health insurance is provided to members on active duty and their eligible dependents through a military-sponsored plan.
- Excludes treatment, services and supplies for any injury or illness as the result of war, declared or undeclared, enemy action or action of the Armed Forces of the United States, or any State of the United States or its Allies, or while serving in the Armed Forces of any country.
- **WARNING:** If you allow your family coverage to lapse while on leave of absence and you die, your surviving dependents will not have access to your sick leave credits to pay health insurance premiums.

Wisconsin Retirement System (WRS)

- If you are receiving differential pay while on military leave (UW pay is higher than military pay), you are required to pay WRS contributions on your differential pay.
- If you are on an unpaid leave from the UW while on military leave, you are not required to pay WRS contributions for the salary you would have earned from the UW while on military leave.
- 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. The UW will remit any employee-required WRS contributions associated with any WRS contributions that you choose to make. If you do not make any WRS contributions, the UW will not make any WRS contributions either.
 - If you elect to pay the WRS contributions associated with your military leave, your WRS account will be credited with both employee and employer required contributions, the UW salary you would have earned if not on military leave and the WRS service associated with the number of hours you would have worked at the UW if not on

military leave (hours worked will be credited to your WRS account regardless of whether or not you pay any WRS contributions).

- If you do not make any WRS contributions relative to the salary you would have earned at the UW while on military leave, you will still earn WRS service credit for your time on military leave (limits may apply). For example, if you work full-time and are on military leave for six months, you will receive six months of service under the WRS.
- Additional information is available on the [USERRA Certification Form \(ET-4560\)](#). You must submit this form to your payroll & benefits office after you return from every military leave (regardless of length) to indicate whether or not you would like to pay your WRS contributions. The UW will submit this form to ETF so your WRS account can be credited with the appropriate amount of service.

Income Continuation Insurance

- Benefit payments are not available for a disability which is a direct result of war, declared or undeclared.
- Benefits may be payable if disability not a result of war (ex. injured playing volleyball).
- If you do not carry ICI coverage at the time of deployment and you become eligible you may enroll within 30 days of RTW.

State Group Life Insurance

- The regular life insurance benefit IS payable for losses due to military action.
- Accidental death benefit is not payable if loss of life is due to military action.
- Beneficiary designation: <http://etf.wi.gov/publications/et2320.pdf> (*this beneficiary designation also applies to your WRS account*)

University Insurance Association Life Insurance (*Faculty, academic staff and limited appointees only*)

- Coverage is mandatory for all eligible employees and will continue during your military leave.
- If you remain on payroll during military leave, premium will automatically be deducted.
- If off payroll when premium deducted, you can pay your premium in advance through payroll deduction or personal payment. If you do not pay your premium prior to your leave, the annual premium will be deducted from payroll upon your return to work.
- The death benefit IS payable for losses due to military action.
- Beneficiary designation: http://www.wisconsin.edu/hr/benefits/ins/luia_bene.pdf

Individual and Family Group Life Insurance

- The death benefit IS payable for losses due to military action.
- Beneficiary designation: <http://www.wisconsin.edu/hr/benefits/ins/uws1305.pdf>

UW Employees Inc Group Life Insurance

- The benefit IS payable for losses due to military action.
- Beneficiary designation: <http://www.wisconsin.edu/hr/benefits/ins/uwe-bene.pdf>

Accidental Death and Dismemberment Life Insurance

- If you let coverage lapse, you may enroll at any time after returning to work.
- The benefits are NOT payable for losses due to military action.
- Beneficiary designation: <http://www.wisconsin.edu/hr/benefits/ins/uws1247.pdf>

EPIC Benefits+

- No benefits under plan, including AD&D policy, are payable for losses due to military action.
- Beneficiary designation: <http://www.epiclife.com/pdfs/beneficiary.pdf>

Dental Wisconsin

- Benefits are NOT payable for services resulting from any military action.
- You and your dependents may be eligible for dental benefits through a military-sponsored plan.

Anthem DentalBlue Dental Insurance *(classified represented employees only)*

- Benefits are NOT payable for services resulting from disease or injuries related to war or while serving in the armed services.
- You and your dependents may be eligible for dental benefits through a military-sponsored plan.

VSP Vision Insurance

- This plan covers eye exams, contacts and glasses – no military exclusions

Employee Reimbursement Accounts (ERA)

Paid Military Leave of Absence – applies to both Medical & Dependent Care Reimbursement Accounts

- You may continue payroll deductions at the same level for remainder of the plan year. You have until March 15th following the current year to incur eligible expenses.
- You may reduce or stop contributions by completing a [Change in Status](#) form within 30 days of your military leave. You will still have until March 15th following the current year to incur eligible expenses.
- If you return to work within the same calendar year that your military leave began, you have 30 days from your RTW to complete another Change in Status form to re-enroll or change contribution level for the current year.
- If you RTW in a different calendar year that your military leave began, you will need to complete a paper [application](#) within 30 days of RTW to enroll for the current year.

Unpaid Military Leave of Absence

- You may reduce your annual election by filing a [Change in Status Form](#). Under IRS regulations, you cannot change your election to an amount that is less than you have already contributed when the leave of absence begins.
- You may continue coverage for some or all of the current plan year. To continue participation you can:

1. Arrange to have multiple deductions taken from your last payroll check on a pre-tax basis for both the Medical & Dependent Care Accounts. See your staff benefits office; or
 2. Make after-tax payments directly to the Dept of Employee Trust Funds; or
 3. Complete a [Change in Status](#) form to change your election to the year-to-date amount you already contributed.
- If you continue your coverage, you can incur costs through the end of the plan year (March 15th following the current year).

Tax-Sheltered Annuity Program (TSA) and Deferred Compensation Plan (WDC) Payroll Deductions

- If on paid leave of absence, can choose to keep deductions active or change/stop deductions at any time.
- If on unpaid leave of absence, will need to complete a new [Salary Reduction Agreement](#) (TSA program) and/or contract [WDC](#) upon return to work to resume contributions
- Contact your TSA vendor/Deferred Compensation directly for a beneficiary designation.

For more information, go to UW System's Military Leave page at:
<http://www.wisconsin.edu/hr/benefits/leave/military.htm>