



EMPLOYEE BENEFIT CHECKLIST UPON ACTIVATION FOR MILITARY SERVICE

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

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? (Y/N) | 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 resulting from an act of war | | | |
| UW Employees, Inc. Life Insurance | Benefit payable for loss resulting from an act of war | | | |
| UIA Life Insurance (required to continue if eligible for the plan) | Benefit payable for loss resulting from an act of war | | | |
| Accidental Death and Dismemberment | Benefit NOT payable for loss resulting from an act of war | | | |
| EPIC Benefits+ | Excludes injury or illness caused by any type of military action, friendly or hostile | | | |
| Dental Wisconsin | Excludes injury or illness caused by any type of military action, friendly or hostile | | | |
| VSP Vision | Yes—no military exclusions | | | |
| Flexible Spending Account (FSA) | No payroll deductions while on unpaid military leave. May not submit claims for expenses incurred while on unpaid military leave. | | | |
| Health Savings Account (HSA) | No payroll deductions while on unpaid military leave | | | |
| TSA | No payroll deductions while on unpaid military leave | | | |
| Deferred Compensation | No payroll deductions while on unpaid military leave | | | |
| Partners in Giving | No payroll deductions while on unpaid military leave. Deductions may resume upon return. | | | |
| Other deductions | No payroll deductions while on unpaid military leave. Deductions may resume upon return. | | | |
| Parking | Discontinue while on unpaid military leave | | | |
| WRS Contributions | Are you interested in repaying your employee-required WRS contributions upon return to work? <input type="checkbox"/> Yes—All <input type="checkbox"/> Yes—Some <input type="checkbox"/> None | | | |

*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 paid or unpaid leave for the 180-day period immediately following the release from military service. During the 180-day period, I may use accumulated leave that was earned before or during the military leave.

Information about Wisconsin Retirement System (WRS) Service and Contributions

Under USERRA guidelines, employees who are on any service in the uniformed services, inactive or active duty in nature, are eligible to accrue WRS service credits during their absence.

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

Upon return to work to the UW System, 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 System 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 System 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 in order to receive WRS service credits and 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:

Return completed form to: