Unpaid Armed Services and Military Leave
ABC/HRC Procedures

Below you will find the definition, along with your responsibilities concerning State Employees who are being called to active military service, **not active duty for training**. Please read the information carefully. If you have any questions concerning the information provided, please submit a Mojo ticket through the SPS Shared Services Support.

In the SPS Benefits System there are two options for employees on military leaves:

1) Armed Services: Employees on active duty for military **training**; this type of leave does not count as personnel active-duty time. The employee will be billed for their portion of the insurance premiums for the first 30 days of unpaid leave and billed the full cost for the insurance premiums via COBRA starting on day 31 if they choose to enroll in COBRA at that time.

2) **Military Administrative:** Employees should be placed in this leave type when they are called to full time active military duty, ex: deployment. The State of Maryland will pay the full cost for medical, pharmacy and dental premiums. AD&D and Life insurance will be billed directly via payment coupons from EBD to the employee, if the employee elects to continue this coverage while on leave.

In order to be enrolled in military leave, the Human Resources Coordinator (HRC) must enter the appropriate leave type event in the SPS Benefits system and the non-SPMS agencies must submit the leave via the bi-weekly shell record. Also, the Agency Benefits Coordinator (ABC) must upload the military orders in the SPS Benefits system by clicking on the Action tab, Worker History, and Maintain Worker Documents. The documents should be named, **W#-MIL-Begin date of leave(MMDDYY)**.

Extension of Leave: SPMS and CPBI agencies must submit a ticket to the SPS support team requesting to update extended leave dates. The non-SPMS (aka Shell Record or Benefits Only) agencies must submit data through the bi-weekly data submission.

The ABC should run the leave monitoring report on a weekly basis to make sure that the estimated return from leave dates are correct. When an employee returns from leave, please make sure the HRC enters the actual return from leave date. The shell record agencies need to make sure the dates are submitted on the shell record file.

The ABC should then upload the return from leave documentation into the employee's Worker Documents Folder in the SPS Benefits System, using the same direction listed above, naming the document, **W#-RTMIL-Return date from leave(MMDDYY)**. Once the dates have been confirmed, EBD will push to the member the return from leave event for completion. The finalized event will start payroll deductions from the employee's paycheck.