

## **Uniformed Services Duty Leave Helpful Information for Agency Benefits Coordinators**

Below you will find key information concerning State Employees who are being called to active Uniformed Services Duty. Please read the information carefully. If you have questions concerning this information, please contact the Direct Pay Unit at the Employee Benefits Division for the State of Maryland at 410.767.4775 Option 2.

- The State will pay both the employee and State portions for medical, dental, and prescription coverage for the employee and dependents while employee is on active duty. The employee will not need to pay any amount to continue their coverage for these 3 benefit plans.

- Employee may elect - Once a member has completed the active duty requirements and returns to a regular employee status, an ACTIVE & SATELLITE EMPLOYEES HEALTH BENEFITS ENROLLMENT FORM must be completed, signed by the ABC, and forwarded to the Employee Benefits Division as quickly as possible to ensure there is no break in coverage, but no later than 60 days from the date of the return to State duty. these are “employee pay all” benefits, with no State subsidization.. Payment coupons will be sent to the member for payment. If premiums are not continued for these plans, coverage is lost during the period of Uniformed Services Duty. However, the employee may re-enroll in these plans once they return to work provided they do so within 60 days of the date they return.

- The Uniformed Services Duty Leave of Absence is only approved for those Uniformed Services Duty personnel called to active duty. This leave does not apply to personnel in training.

- In order to be enrolled in LAW-Uniformed Services Duty, the member must complete the COBRA/LAW/CONTRACTUAL/PART-TIME ENROLLMENT FORM. This form must be submitted along with a copy of the active Uniformed Services Duty orders to the Agency Benefits Coordinator. The Benefits Coordinator should sign the form on pages 4 and 5, and forward the form and attached Uniformed Services Duty orders to the Employee Benefits Division at the following address: Employee Benefits Division, ATTN: Direct Pay Unit/Military, 301 W. Preston Street, Room 510, Baltimore, MD 21201.

- For LAW-Uniformed Services Duty to continue beyond the initial dates of the original Uniformed Services Duty orders, the ABC must ensure that we have updated copies of active orders, as the status of the employee on Uniformed Services Duty Leave changes. There cannot be a break in coverage or the member and dependents may lose all coverage.

- Once a member has completed the active duty requirements and returns to a regular employee status, an ACTIVE & SATELLITE EMPLOYEES HEALTH BENEFITS ENROLLMENT FORM must be completed, signed by the ABC, and forwarded to the Employee Benefits Division as quickly as possible to ensure there is no break in coverage, but no later than 60 days from the date of the return to State duty.