

Military Activation and Return to Duty Checklist

This checklist is designed to assist employees who are called to or returning from active duty military service. Employees who have questions about military leave or returning to employment from military leave should direct them to their unit's administrator, or UW Human Resources (for staff) or Academic Human Resources (faculty or academic appointees).

UPON NOTIFICATION OF ACTIVATION TO MILITARY SERVICE

- Promptly notify your supervisor or department administrator** – Provide as detailed information as possible regarding your anticipated departure date, length of service and/or date of release from active duty. Provide your supervisor or administrator with a copy of your military orders.
- Making Your Leave of Absence Request** – When called to active duty, you are entitled to a military leave of absence without pay from your position with return rights that are specified by federal and state law.
 - **Military Leave of Absence** – Complete and submit a request for military leave without pay according to your unit's leave request procedures. Attach copies of your military orders.
 - **Paid leave** – Determine whether you have paid military leave available (21 day maximum from October 1 – September 30 annually) and how much vacation leave and compensatory time you have, if any. Submit a written leave request describing how you want your paid leave used during your absence.
- Personal Information** – Review your personal and emergency contact information to ensure it is up to date. Address and emergency contact information can be checked and updated through “Employee Self Service” on the web at: <http://www.washington.edu/admin/payroll/ess/ess.cgi>. If you do not have web access you can update this information through your unit's payroll coordinator.
- Beneficiary Information** – Ensure that the names, addresses, and phone numbers of your beneficiaries are current. Employees may wish to seek legal counsel if they have questions/concerns regarding beneficiary designation. Legal assistance may be available through the Judge Advocate General's office assigned to your military unit.
- Compensation** – Except for paid military leave, during your active duty period, you will not receive compensation from the UW unless you elect to use vacation leave, personal holiday or compensatory time for any portion of your active duty service.
- Maintaining your State benefits** – (medical, dental, life insurance and long term-disability) during your leave of absence. Please see the following web page:
<http://www.washington.edu/admin/hr/benefits/ins.eligibility.empl.html#military>
Please contact the Benefits Office at 206 543-2800 if you have questions.
- Retirement** – Your state retirement benefit may be affected while you are on active duty. Please refer to your retirement booklet, <http://www.drs.wa.gov/member/default.htm>, or contact the Department of Retirement Systems at (360) 923-2600 to determine your options if retirement is impacted.
- Deferred Compensation** – To cancel your contributions while not in pay status contact the Department of Retirement Systems at (360) 923-2600. For additional information log onto <https://dcp.csplans.com/portal/PortalLogin.jsp>. Note: Upon return to pay status, you need reinstate your deferred compensation.

UPON COMPLETION OF ACTIVE DUTY

- Notify your department of your intent to return** – Provide notification to your supervisor of your intent to return to your position as soon as possible but in no case later than provided below:
 - **Activated less than 31 days** – you must report to your position on the beginning of your first regularly scheduled work period on the first calendar day following completion of the service plus the expiration of 8 hours.
 - **Activated 31 to 180 days** – you must submit an application to return to your position not later than 14 calendar days following completion of service.
 - **Activated more than 180 days** – you must submit an application for to return to your position not later than 90 days following completion of service.
- Discharge Documents** – For service in excess of 30 days, provide your supervisor or administrator with a copy of your discharge documents (receipt of honorable discharge, report of separation or certificate of satisfactory service or other proof of satisfactorily completed service).
- Reinstating your State benefits.** To reinstate any benefits not maintained while on active duty, you need to submit new enrollment forms within 31 days of your return from active duty. Contact the Benefits Office or the Health Care Authority upon your return to ensure the proper paperwork is submitted. Refer to your coverage booklets or <http://www.pebb.hca.wa.gov/> for additional information.
- Reinstating your Deferred Compensation** – Upon return to pay status, you need reinstate your deferred compensation deductions. Contact the Benefits Office or the Department of Retirement Systems at (360) 923-2600 or log onto <https://dcp.csplans.com/portal/PortalLogin.jsp> for additional information.
- Retirement Military Service credit**– To determine if you are eligible to receive or purchase military service credit toward Public Employee Retirement System (PERS) service, send a request for determination along with documentation of your military service (DD214 form) to the Department of Retirement Systems, PERS, PO Box 48380, Olympia WA 98504-8380. Eligibility, time limits and cost are based on your retirement plan and military service obligation. Contact the Department of Retirement Systems at (360) 923-2600 or log onto <http://www.drs.wa.gov/member/default.htm> for additional information.