

## Interoffice Memorandum

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**TO:** Employees on Leave Pursuant to Military Service

**FROM:** The Oklahoma Department of Corrections

**SUBJ: RIGHTS AND BENEFITS**

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The following information is provided regarding the rights and benefits associated with a leave of absence due to military service:

- The first 30 days of absence during any federal fiscal year (beginning October 1 and ending September 30) will be counted as paid military leave. Thereafter, for the balance of the federal fiscal year, any absence will be designated as leave without pay unless you elect to use any accrued annual leave, compensatory time, or holiday time. Please let your facility/unit know as soon as possible whether you are electing to use any accrued leave or time. Regardless of any leave election made, you will be placed on paid military leave for the first 30 days of absence during any subsequent federal fiscal year.

You must furnish a copy of your military orders in order to receive paid military leave or for any other leave option to cover an absence of 31 days or longer.

- For any period of military leave without pay you will continue to accrue service credit towards longevity, retirement (service credit must be purchased upon return from military duty), and your annual leave accrual rate; however, you will not accrue additional sick or annual leave while on leave without pay. For periods of leave without pay 30 days or less, you will receive your longevity payment following your return to paid status. For periods of leave without pay more than 30 days, you will receive your longevity payment following your return to work.
- An employee electing to purchase service credit for retirement purposes is provided up to three times the length of the period of leave without pay (not to exceed five years) in which to make up missed retirement contributions.
- For any periods of leave without pay in excess of 30 days you may make any of the following insurance elections:

Discontinue all current health, dental, life, and disability insurance for your self and your dependents, or

Discontinue all current coverage except for life insurance for yourself and your dependents, or

Retain all current coverage for yourself and your dependents and remit all premium payments directly to the department; or

Discontinue all current coverage for yourself and retain current coverage for your dependents and remit all premium payments directly to the Employees Group Insurance Division (EGID) of the Office of Management and Enterprise Services. No life insurance coverage can be continued in conjunction with this election. Premiums for dependent coverage will cost 102% of the premiums currently paid.

There will be no penalty or waiting period when you re-enroll in any discontinued coverage.

Regardless of any election to discontinue coverage, all coverage will be reinstated, at the level held prior to electing military leave without pay, during any subsequent period of paid military leave or other paid leave program. For the period of time of reinstated coverage, you will receive the benefit allowance and any premiums in excess of the benefit allowance will be deducted from your paycheck.

- If on leave without pay for active duty during the period of time that Operation Enduring Freedom is in effect, and your military pay is less than your regular state pay, you are entitled to payment for the difference. In order to receive payment, you must forward a copy of your military orders to active duty and all military pay records for each affected pay period to your facility/unit.
- Checks, which are not directly deposited to an account, will be released to another person during your absence, only upon receipt of your written authorization designating a specific person.

(R 10/18)