

Military Leave Responsibilities and Duties for Agency Benefits Coordinators

Below you will find your responsibilities and duties concerning State Employees who are being called to active military 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.

- In order to be enrolled in LAW-Military, the member must complete the LAW-MILITARY NOTIFICATION FORM. This form must be submitted along with a copy of the active military orders to the Agency Benefits Coordinator. The Benefits Coordinator should complete the appropriate portions of the form and forward the form and the military 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.
- 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 to continue coverage for PAD and Life, but will need to continue to pay the full premium amount as 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 for these plans will be lost during the period of military leave. 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 Military Leave of Absence is only approved for those military personnel called to active duty. This leave does not apply to personnel in training.
- For LAW-Military to continue beyond the initial dates of the original military orders, the ABC must ensure that we have updated copies of active orders, as the status of the employee on Military 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 along with the member’s military discharge papers 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.