

**MILITARY LEAVE EMPLOYEES  
IMPORTANT INFORMATION FOR YOUR HEALTH BENEFITS  
WHILE ON MILITARY LEAVE AND WHEN RETURNING TO  
STATE SERVICE:**

**Employee on Active Duty:**

In recognition of the tremendous service of our employees who serve as members of the armed forces, the State of Maryland permits employees on active military duty to elect to continue their medical, dental, and prescription benefits at the same coverage level in effect just prior to the start of their military duty. The State will pay the full cost of both the employee and State share of premiums. State employees on active military duty may elect to continue coverage for accidental death & dismemberment insurance, life insurance, or flexible spending accounts by remitting payment for this coverage directly to the Employee Benefits Division. If elected, employees will be billed by the Direct Pay unit through payment coupons.

To continue your benefits under an Active Military Leave of Absence, you will need to complete the LAW – MILITARY NOTIFICATION FORM. Please return this form to your Agency Benefits Coordinator along with a copy of your active military orders. If these orders expire, you will need to provide your Agency Benefits Coordinator with updated orders in order to continue Active Military Leave coverage with the State of Maryland.

If you have questions concerning your benefits while on active military leave, please contact your Agency Benefits Coordinator.

**Employees Returning from Active Duty:**

When a member is returning from active duty, he/she should contact his/her Agency Benefits Coordinator to complete a Regular Enrollment Form. The completed Regular Enrollment Form should be sent to the Employee Benefits Division along with the employee's discharge paperwork.