STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 WEST DUBLIN GRANVILLE ROAD
COLUMBUS, OHIO 43235-2789

MEMORANDUM

TO: State Employees of the Adjutant General's Department

FROM: E. Dean Boling, Chief Human Resource Officer

SUBJECT: Benefits and Procedures for Employees on Military Leave of Absence

DATE: January 22, 2002

In late November 2001, Senate Bill 164 amended existing Ohio statutes to provide new benefit levels to state employees who perform uniformed service in the Ohio National Guard or the reserve of the Armed Forces of the United States. It is important that employees entitled to these expanded benefits understand both the entitlements under law and their individual responsibility to request or provide information to gain access to these entitlements. Changes to benefits are outlined below:

USE OF STATE PAID LEAVE AND OTHER LEAVES TYPES: Current Ohio law provides state employees one-month (22 days) per calendar year of state paid military leave. An eligible state employee requesting a validated leave of absence for military duty will be provided paid leave for the first 176 hours (22 workdays) of each calendar year. After state paid military leave is exhausted, an employee performing uniformed military service may use available compensatory time, personal leave, or annual leave <u>if the employee has requested the use of these leave types</u>. Requested hours may not exceed current leave balances. When paid military leave has been exhausted and other forms of requested leave have been used, the employee will be placed in "Military Leave of Absence without Pay." The employee will remain in a leave of absence without pay until either the employee returns from uniformed service to an active work status or a new calendar year provides a new paid military leave entitlement. Employees performing uniformed military service in a "Military Leave of Absence without Pay" status as of December 31st, will automatically be placed on paid military leave in January of the new calendar year until paid leave is exhausted. IMPACT: If an employee seeks to use other available leave types prior to being placed on leave without pay, <u>this must be identified in the request for military leave submitted to the Human Resource Office</u>.

CONTINUATION OF HEALTH CARE BENEFITS WHILE PERFORMING MILITARY DUTY: A state employee eligible for "Military Leave without Pay" who desires to continue health care benefits must request the continuation of benefits by marking this election on the leave request (military) form provided to the Human Resource Office. Employees performing military duty are entitled to continue the health insurance coverage available as a state employee while performing military duty in a leave

without pay status by specific request. If performing federal military duty (Title 10 or Title 32), the employee will continue to be responsible for the employee share of health insurance and the State of Ohio will continue to pay the employer share of health insurance costs. If performing state active duty, the employee will be responsible for the entire cost of health insurance (employee and employer shares of costs). IMPACT: An employee requesting continuation of health care coverage while on military leave without pay must return a signed request for continuation of health benefits using the "Leave Request (Military)" form, and identify the method of payment. Employees choosing to exercise this option may make a direct payment for the monthly amount due to the Human Resource Office or request an advancement of money (up to $1500) to cover the employee's share of health costs. These costs will be recouped from state pay when the employee begins to receive pay from the agency.

MILITARY LEAVE PAY DIFFERENTIAL (Federal Active Duty only): A state employee on leave without pay for thirty-one days or longer performing federal military duty is entitled to receive a differential pay from the State of Ohio when the gross military compensation received is less than the gross compensation that would have been received if the employee remained on the state payroll. IMPACT: To qualify for this differential pay, the employee must provide a copy of the "Military Leave & Earning Statement" for each month the employee remains on military leave. The differential will be computed by the Payroll Officer subtracting the gross military pay and allowances received from the monthly gross state pay that would have been received.

If you have questions concerning these benefits, please contact the Human Resource Office at (614) 336-7051. Requests and supporting documentation should be forwarded to:

State Human Resource Office
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

Attachment
Military Leave Request