Example X – Military Leave Without Pay with or without Military Supplements

An employee goes out on MLWOP effective 11/25/2012. Semi-monthly Salary was $1500 and SP 99 CONTBASE is $1500. They are not due any Military Supplement Pay. (Guidance on how to calculate any Military Supplement Pay due can be found in DHRM's Benefit Management Policy 4.5 "Military Leave"). While on MLWOP, they are eligible for up to 24 months of Group Insurance Benefits. These benefits would cover the employee from December of 2012 through November of 2014.

NOTE: In this example, the last day of employment for this employee was 11/24/2012 so the MLWOP Status is effective with the month of December. If the employee's last day of employment was on or after the first working day of the current month (12/3), retirement deductions should be doubled and taken for the entire month of December and the changes noted here would not be done until the first pay period in January.

For each pay period beginning with the 11/25-12/9/2012 pay period and ending with the 11/10-24/2014 pay period:

1. On screen H0BID make sure the employee is on Non-Auto Status
2. On screen HMCU1 leave the current Retirement Plan Code as is and change the Group Insurance/Retiree Credit Indicator to a "G".
3. If any Military Supplement is due the employee, key the amount due to SP 44 (MIL SUPP) on screen HUE01.
4. Key a penny of regular pay on screen HUA03 in order to process Group Insurance deductions and Imputed Life Deductions.

If the employee should return from MLWOP before the 24 month period of Group Insurance Benefits ends, treat their return date as if it were a new hire date to determine when retirement deductions resume under the new VRS Modernization Rules. Remove the "G" from the Group Insurance/Retiree Credit Indicator on HMCU1 the first pay period of the month that they worked the first working day of. For example, if the employee returns from MLWOP on 1/26/2013, remove the "G" during the 1/25-2/9/2013 period so that all Retirement Deductions resume for the month of February 2013.