

**Military Leave
Executive Order #10
Effective September 18, 2001**

Executive Order #10 applies to all full- and part-time State of Illinois employees who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, who are mobilized to active duty in response to the 9/11 terrorist attacks. It is Governor Ryan's belief that employees affected by this activation should suffer no loss of overall earnings.

This Order **does not apply** to employees who are members of the military who are called-to-duty for reasons other than the attacks on September 11, 2001. Employees in that group should follow the Military Leave provisions under Policies & Rules, Policy 11, Rule 11.04 Military Leave (<https://nessie2.uhr.uillinois.edu/pdf/policy/rules/pr11r04.pdf>) and the campus academic policies.

Executive Order #10 addresses issues of State compensation and benefits as follows:

Compensation

- Activated employees will continue to receive State compensation to **offset** the difference between their military base pay and normal State pay. State compensation will remain in effect as long as the employee remains under military orders for the effort to respond to the terrorist attack. If an employee's military base pay equals or exceeds State compensation, no State pay will be awarded. **The employee will be required to submit a copy of his or her leave and earnings statement issued by the military to the appropriate campus payroll office.**
- Any salary increases for which the employee becomes eligible during the period of military service will be credited, including merit compensation increases which require an evaluation of performance for the period worked.
- Employees in probationary or trainee status will have the balance of time remaining in their probationary or trainee periods upon return from active military duty.

Benefits

- During the period of call-up, the employee's continuous service and seniority will continue to accrue.
- Employees will be entitled to continue State group insurance benefits, including health, dental, vision, and life insurance, for the duration of call-up.
- Employees electing to continue group insurance benefits will continue to pay their usual bi-weekly or monthly premiums through payroll deduction.
- Employees have the following options available regarding health, dental, vision, and life coverage:
 - Maintain health, dental, vision, and life insurance coverage for the duration of the call-up.
 - Waive all health, dental, and vision coverage and continue participation for life insurance coverage only, effective the date of the call-up.
 - Employees and dependents may change from the Managed Care Plan to the Quality Care Health Plan, and vice versa. Existing plan restrictions regarding service area and providers will apply.
- If an employee was on military leave in excess of 30 days prior to the effective date of the Executive Order (September 18, 2001) and the person's health, dental, and vision coverage had been terminated, the employee's coverage must be reinstated **upon request by the employee** unless the employee waives the coverage. The employee will have all options available under the Executive Order.
- The employee has the option to continue optional life, AD&D, spouse and child life coverage while on call-up, with the same payroll deductions currently in effect.
- The employee has the option to continue dependent coverage while on call-up, with the same payroll deductions currently in effect. Employees **must** continue coverage for themselves in order to continue dependent coverage.

- If the employee elected to waive coverage while on call-up, the employee **will be required** to reactivate his or her health, dental and vision insurance upon returning to State employment.
- If the employee elected to waive optional life coverage while on call-up, medical underwriting will be required to reinstate coverage.

Leave

- Vacation and Sick leave credits will continue to accrue, provided the employee returns to State employment following the military leave.
- Upon return from a call-up military assignment overseas, an employee will be entitled to **two** weeks off **with pay** upon being released from active duty and returning to State employment.
- Upon return from a call-up military assignment in the continental United States, an employee will be entitled to **one** week off **with pay** upon being released from active duty and returning to State employment.

Payroll and Benefits Processing

- To effect a leave pursuant to Executive Order #10 (2001), process a Military Leave of Absence with Pay and Benefits using **transaction code BA-164(P)**. Send only the Personnel Action Form to the Bureau of Personnel including a statement in the remarks section indicating leave is due to activation for service related to the terrorist attack on September 11, 2001.
- Military orders should be retained in the Personnel files.
- Full- and part-time employees on military call-up remain on the State payroll.
- The lesser of State pay versus Military pay will need to be recouped from future paychecks by means of gross pay adjustment.
- The Department of Military Affairs will supply the employee's Military pay to the University when necessary. Questions regarding military pay should be directed to the Department of Military Affairs, Sharon Dayton, at 217.761.3786 or **Ruth Moenck at 217.761.3633**.
- The employee's "Type Enrollee' code on the Membership file should be changed to **code 6019, Military Call-up on Payroll, effective the date of the call-up**.
- Insurance premiums, as well as all other benefits, continue through payroll deduction.
- If the employee chooses to **change** health insurance carriers, the carrier change reason will be **06, Change of Status**. The change in status code will be **63, Change in Employment Status**.
- If the employee chooses to **waive** continuation of coverage, coverage for the member's and dependent(s) health, dental, and vision plans will need to be terminated **effective the date of the call-up**. The carrier code should be changed to **'##' Termination** and the termination reason code will be **28, Military Call-up Waiver**.
- Basic life coverage will remain in force.

Reinstating Coverage Upon Return To Work

When the employee returns to work:

The employee's 'Type Enrollee' code on the Membership file should be changed to the appropriate **type '10' code** (1001 for full-time employees, 1002 for part-time employees, etc.)

If the employee elected to waive group insurance coverage while on military call-up, the health, dental, and vision plans will each need to be reactivated **effective the date the employee returned to work**.

If the employee elected to waive optional life coverage while on military call-up, medical underwriting will be required to reinstate coverage.