

Military Activation and Return to Duty Checklist

This checklist is intended to assist employees who are called to or returning from service in the uniformed services. See the [Military Duty Leave](#) for more details.

Employees who have questions about absences related to military leave or returning to employment after an extended military duty leave may contact their unit's HR administrator, or their assigned [leave and accommodation specialist](#).

Upon notification of activation of military service:

Promptly notify your manager or department administrator: Provide as detailed information as possible regarding your anticipated departure date, length of service and/or date of release from active duty. Provide your manager or administrator with a copy of your military orders.

Request your absence: UW employees may request one or both of the following options:

- **Paid military duty time off:** Determine whether you have paid military time off available (21-day maximum from October 1 to September 30 annually) and how much paid time off you have, if any. Follow the absence request process described on the Military duty time off webpage.
- **Military duty leave:** For longer absences related to military duty, follow the absence request process described on the Military Duty Leave and Military Family Leave webpage.

Make any applicable compensation elections: Except when using paid military time off, during your active-duty period, you will not receive compensation from the UW unless you elect to use accrued paid time off for any portion of your active-duty service.

Update personal information: [Review your personal](#) and emergency contact information to ensure it is up-to-date in Workday. This information can also be updated by your unit.

Update beneficiary information: Ensure that the names, addresses, and phone numbers of your beneficiaries are current. Employees may wish to seek legal counsel if they have questions/concerns regarding beneficiary designation. Legal assistance may be available through the Judge Advocate General's office assigned to your military unit.

Learn about your benefit options: Employees need to maintain an FTE of five percent or report 8 hours of paid time per month to remain in pay status that would allow for no interruption in benefits. However, there are special rules that apply for active-duty military service. Contact the UW Benefits office at benefits@uw.edu to discuss and learn more about your options.

- **Retirement:** Your state retirement benefit may be affected while you are on active duty. Please refer to [DRS: Military Service \(wa.gov\)](#) or contact the Department of Retirement Systems at (360) 664-7000 to determine your options if retirement is impacted. Academic personnel who receive retirement benefits through UWP or CUMP should contact the

appropriate practice plan to discuss how their retirement may be affected during their leave. They can be contacted at uwpben@uw.edu and cumgben@uw.edu .

- **Deferred Compensation Program:** To cancel your contributions while not in pay status contact the [State of Washington: Department of Retirement Systems](#) at (360) 664-7000. Upon return to pay status, you need to reinstate your deferred compensation. Detailed information about Deferred Compensation is located on the [UW Benefits Deferred Compensation website](#).

Upon completion of active duty:

Notify your manager of your intent to return: Notify your manager of your intent to return to your position as soon as possible, but in no case later than provided below:

- **Activated less than 31 days:** Report to work the first scheduled work period on the first full calendar day following completion of service plus eight hours.
- **Activated 31 to 180 days:** request reinstatement within 14 calendar days following completion of service.
- **Activated more than 180 days:** request reinstatement within 90 days following completion of service.

Provide your manager with discharge documents: For service more than 30 days, provide your manager or administrator with a copy of your discharge documents (receipt of honorable discharge, report of separation or certificate of satisfactory service or other proof of satisfactorily completed service).

Reinstate your benefits: To reinstate any benefits not maintained while on active duty, you need to submit new enrollment forms within 31 days of your return from active duty. Contact the UW Benefits office at benefits@uw.edu or the Health Care Authority upon your return to ensure the proper paperwork is submitted. Refer to [Health Care Authority: PEBB Benefits](#) for additional information.

Reinstate your deferred compensation deductions: Contact the UW Benefits Office at benefits@uw.edu or [State of Washington: Department of Retirement Systems](#) at (360) 664-7000 if you need to reinstate your deferred compensation deductions.

Determine eligibility to receive or purchase military service credit: Eligibility, time limits and cost are based on your retirement plan and military service obligation. To determine if you are eligible to receive or purchase military service credit toward Public Employee Retirement System (PERS) service, send a request for determination along with documentation of your military service (DD214 form) to:

Department of Retirement Systems, PERS
PO Box 48380
Olympia WA 98504-8380