



# WASHINGTON MILITARY DEPARTMENT

(Revised 1/2025)

## MILITARY ACTIVATION INFORMATION LIST

---

State Human Resource Office (253) 512-7376

State Payroll Office (253) 512-7386

---

The following information list was compiled to assist employees, who are called to or returning from active military service, with questions regarding their State employment and benefits. Although this provides general information, it is strongly recommended that employees keep current on pending/upcoming State legislation and policies affecting military benefits. Additionally, employees should contact their Commanding Officer, Military Personnel, State Human Resource, and Payroll Office with questions, or for more detailed information regarding their unique needs and/or circumstances.

### UPON NOTIFICATION OF ACTIVATION TO MILITARY SERVICE

---

- Promptly notify your supervisor** – Provide as detailed information as possible regarding your anticipated departure date, length of service and/or date of release from active duty.
- Leaving your State position** – Determine if you wish to resign or request a leave of absence.
  - **Resignation** – Submit resignation notice to supervisor. Indicate that you are entering into active duty with the Armed Forces and attach a copy of your military orders. Review your reemployment rights under RCW 73.16.031-061 and the Uniformed Service Employment and Reemployment Rights Act (USERRA)(38 U.S.C. 4301-4333). Eligible to purchase medical/dental coverage under the provision of the Federal COBRA Law.
  - **Leave of absence** – Complete a [Military Leave of Absence Request Form](#) and submit it to your supervisor for notification and approval. Attach copies of your military orders, time sheets (if applicable), and leave slips for any paid leave usage during your absence.
- Personal Information** – Review your personal and emergency contact information on file in the Human Resource and/or Payroll Office and MyPortal to ensure it is up to date.
- Beneficiary Information** – Ensure that the names, addresses, and phone numbers of your beneficiaries are current in your Payroll file. Employees may wish to seek legal counsel if they have questions/concerns regarding beneficiary designation and/or instructions.
- Leave** – Coordinate with your supervisor and the payroll office what type of leave you will be using during your absence.
- Compensation** – During your active duty period, you are not entitled to receive compensation from the Department (including holiday pay), unless you voluntarily elected to use paid leave for all or any portion of your active duty service.
- Uniformed Services Shared Leave Program** – The State of Washington has a Uniformed Services Shared Leave Pool (USSLP). The USSLP was created so that state employees who are called to service in the uniformed services will be able to maintain a level of compensation and employee benefits consistent with the amount they would have received had they remained in active state service. To learn more information about this pool go to <https://mil.wa.gov/uniformed-service-shared-leave-pool>

- ❑ **Maintaining your State benefits** – (medical, dental, life insurance and long term-disability) during your leave of absence.
  - **Self-Pay** – Benefits can be continued during a temporary loss of pay status by self-paying your premiums please contact the payroll office at [payroll@mil.wa.gov](mailto:payroll@mil.wa.gov) to set this up.
  - **State Paid** – You can maintain your State benefits at no additional cost by remaining in pay status for one day per month by working and/or using appropriate paid leave (vacation, personal holiday and/or military).
- ❑ **Medical premiums**– Contact the payroll office to ensure that these deductions are adjusted, as needed, to correspond with paid leave usage during your absence.
- ❑ **Long Term Disability** - These benefits may be affected while you are on active duty. Refer to your Long Term Disability booklet or [www.hca.wa.gov](http://www.hca.wa.gov) to ensure you fully understand your coverage while on active duty.
- ❑ **Life Insurance** – These benefits may be affected while you are on active duty. Log into benefits 24/7 or contact the Health Care Authority at (360) 923-2600 or (800) 700-1555 to review your employee, spouse and/or child coverage options. Refer to your life insurance booklet or [www.hca.wa.gov](http://www.hca.wa.gov) to ensure you fully understand your coverage while on active duty.
- ❑ **Retirement** – Your State retirement benefit may be affected while you are on active duty. Please refer to your retirement booklet, [www.drs.wa.gov](http://www.drs.wa.gov) or contact the Department of Retirement at (360) 664-7000 or (800)547-6657 to determine your options if your retirement is impacted.
- ❑ **Deferred Compensation** –To cancel your contributions while not in pay status contact the Department of Retirement Systems at (360) 664-7000 or (800)547-6657. For additional information log onto [www.drs.wa.gov](http://www.drs.wa.gov) Note upon return to pay status, you will need to reinstate your deferred compensation.

## **UPON COMPLETION OF ACTIVE DUTY**

---

---

- ❑ **Notify the Department of your intent to return** – Provide notification to your supervisor or Human Resources of your intentions to return to your State position with the Department as provided below:
  - **Activated less than 31 days** – you must report to your State position on the beginning of your first regularly scheduled work period on the first calendar day following completion of the service plus the expiration of 8 hours.
  - **Activated 31 to 180 days** – You must provide written notification of your intent to return not later than 14 calendar days following the completion of your service. Additionally, if you resigned for Military purposes, you must also submit a completed Washington State Application Form for reemployment.
  - **Activated more than 180 days** – For employees who are on an approved military leave of absence, you must provide written notification of your intent to return not later than 14 calendar days following the completion of your service. If you resigned from state services you must provide written notification of your intent to return and submit a completed Washington State Application Form for reemployment not later than ninety days after the completion of the period of service.
- ❑ **Discharge Documents** – For service in excess of 30 days, provide Human Resources 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).

- ❑ **Reinstating your State benefits.** To reinstate any benefits not maintained while on active duty, you will need to log into benefits 24/7 or submit new enrollment forms within 31 days of your return from active duty. Contact your payroll office upon your return to ensure the proper paperwork is submitted. Refer to your coverage booklets or [www.hca.wa.gov](http://www.hca.wa.gov) for additional information.
- ❑ **Reinstating your Deferred Compensation** – Upon return to pay status, you need reinstate your deferred compensation deductions. Contact your payroll office or Department of Retirement at (360) 664-7000 or (800)547-6657 or log onto [www.drs.wa.gov](http://www.drs.wa.gov) for additional information.
- ❑ **Retirement Military Service credit**– To determine if you are eligible to receive or purchase military service credit, send a request for determination along with documentation of your military service (DD214 form) to the Department of Retirement Systems, PERS, PO Box 48380, Olympia WA 98504-8380. Eligibility, time limits and cost are based on your retirement plan (PERS 2 or PERS 3) and military service obligation, contact the Department of Retirement at (360) 664-7000 or (800)547-6657 or log onto [www.drs.wa.gov](http://www.drs.wa.gov) for additional information.