

Military Leave Benefits Reinstatement Checklist

Agency Responsibilities

- Immediately upon the employees return from military leave, provide benefit application and Non Tobacco User Agreement.
- Have employee fill out and fax paperwork to SPD Benefits.
- The benefit application and NTUA are due the Monday following the pay period in which they return.
- Please fax documents to 317-232-3011
- Any questions in reference to benefits should be directed to the Benefits Call Center at 317-232-1167 (in Marion County) or 1-877-248-0007.

Benefits Website: www.in.gov/spd/benefits