

Military Leave

Insurance Reinstatement Options Upon Return to Work

Employee Name

SSN

The state of Indiana shall offer reinstatement of health care coverage without a waiting period to employees returning from military leave. Employees may choose an effective date of coverage that coincides with the first day of work by paying retroactive premiums or with a later effective date by beginning premium payments with the first paycheck received after returning to work.

Please select one of the boxes below regarding HEALTH CARE and complete all requested information.

I elect to reinstate coverage for health care (medical, dental, and vision) effective IMMEDIATELY on the date of my return to work. I understand I will have to pay premiums retroactively. (*Office use only: PS Action/Reason Codes – RFL/RML*)

I intend to return to work at _____ on _____.
Agency/Work Location Date

I elect to reinstate coverage for health care (medical, dental, and vision) on the effective date that results from beginning premium payments with my first paycheck after returning to work. (*Office use only: PS Action/Reason Codes – RFL/REM*)

I intend to return to work at _____ on _____.
Agency/Work Location Date

I elect NOT to reinstate coverage for health care. (*Office use only: PS Action/Reason Codes – RFL/REM*)

Please select one of the boxes below regarding LIFE insurance.

I elect to reinstate coverage for life insurance on the effective date that results from beginning premium payments with my first paycheck after returning to work.

I intend to return to work at _____ on _____.
Agency/Work Location Date

I elect NOT to reinstate coverage for life insurance.

Employee Signature

Date