

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES**

September 21, 2001

HUMAN RESOURCES MEMORANDUM 10-01

**TO: EXECUTIVE BRANCH EMPLOYEES ORDERED TO ACTIVE
DUTY**

**SUBJECT: SUMMARY OF EMPLOYMENT BENEFITS FOR EMPLOYEES
WHO ARE ORDERED INTO THE ARMED FORCES**

The enclosed materials are designed to answer employment-related questions that you or your family may have with respect to your service in the Armed Forces. Although these materials are intended to be a summary, and should not be substituted for actual statutes from which they derive, they have been developed in consultation with appropriate resources and are based in large part on frequently asked questions from supervisors, human resource professionals, and your colleagues.

In order to ensure the most efficient exchange of information, this package is being distributed through your agency human resource office. We will remain in close contact with agency human resource staff to coordinate responses to other questions that may arise. Additional employment-related information will be published and distributed through agency human resource offices as the need arises.

I hope that you find this information helpful. In closing, please accept my sincere appreciation for your service to our country.



Donald A. Wills, Director
Bureau of Human Resources

DAW/pjs

Enclosures: Civil Service Bulletin 11.16, *Policy and Procedures Governing Military Leave*
Bureau of Human Resources, *Military Leave - Q&A Sheet No. 1* (09/21/01)
Employee Health Insurance, *Anthem Blue Cross Blue Shield and Northeast Delta
Dental Coverage* (09/17/01)
Maine State Retirement System, *Active Military Duty Interrupts Employment: Effects
on MSRS Membership and Service Credit* (09/21/01)
Employer Support of the Guard and Reserve, *FACTSHEET* (Note website and
phone)
Employer Support of the Guard and Reserve, *USERRA summary card*