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# Circular Letter

TO: **STATE AGENCY HEALTH BENEFIT OFFICERS AND ASSISTANTS**

SUBJECT: **REINSTATEMENT OF HEALTH BENEFITS COVERAGE FOR STATE EMPLOYEES RETURNING FROM MILITARY LEAVE**

As more state employees are returning to work from extended military leave, this circular letter is a reminder that reinstatement of health benefits coverage for employees is to resume immediately.

- The health coverage for a member who has returned from Military Leave is to resume immediately upon their return to work.
- To make the health *coverage effective upon the member's return to work, employers must submit **form 674, Payroll Adjustment Notice***, to the California State Controller's Office with specific information to resume premium payment(s) early.
- Enclosed is a copy of form 674. You may also obtain a copy of this form from the Department of General services Web site at [www.dgs.ca.gov](http://www.dgs.ca.gov)

If you have any questions or concerns regarding the procedures for continuation of benefits during Military Leave, please contact Clarice Pace with the Department of Personnel Administration at (916) 324-9381. If you have questions concerning payroll processing, please contact Pam Keegan with the State Controller's Office at (916) 323-2539.

Sincerely,

Curtis Howard, Chief  
Office of Employer and Member Health Services

Attachments (1)

cc: Clarice Pace, Department of Personnel Administration  
Pam Keegan, State Controller's Office