

DEPARTURE FROM THE DEPARTMENT OBLIGATED SERVICE CASH REPAYMENT

You've decided to separate from the Maryland Department of Health service or has been terminated prior to completing your obligated service repayment. Now you must repay the remaining obligated service in in cash. This will be based on the salary you earned when you first applied for the program.

Please see the following:

1. Your cash repayments will be coordinated by the MDH Accounting Department.
2. The cash repayments will only be repaid to the designated unit/facility cost center where the obligated service was loaned.
3. If an employee plans to leave MDH service prior to completing obligated service repayment, he/she may have the option to reduce their cash repayment total by requesting to apply unused annual leave to reduce the obligated service hours prior to departure. This option is only available if done prior to departure.
4. If you return to MDH service within three years, you may be eligible to repay the remaining cash balance in obligated service hours. This will not take place until the Training Services Division has been contacted. The OBS hours will be calculated.
5. All employees who are withdrawn from the program due to misuse/abuse or separated from MDH service without notice to the Training Services Division will not be eligible to pay back obligated work service upon return within three years. Therefore, the remaining cash payment owed prior to your return must be paid in full.
6. All employees who are withdrawn from the program due to misuse/abuse or separated from MDH service without notice to the Training Services Division will no longer be eligible to participate in the Work Study program.
7. Copies of the form reflecting each repayment must be placed and retained in the employee's personnel file as specified in the Work Study Guidelines.

GO TO SEPARATION/TRANSFER NOTICE

Work Study – MDH SEPARATION NOTICE