



## Benefits Eligibility During Unpaid Leave of Absence

A benefit period is defined as one month of coverage. The benefit coverage period is first day of the month through the last day of the month, i.e., May 1 - May 31. Depending on your payroll deduction schedule, it is possible that your payroll deduction does not coincide with your benefit period. If this occurs, you will receive notification from Employee Benefits of any premiums due.

While on a leave of absence you may experience either a Board-paid benefit period or an Employee-paid benefit period. During a Board-paid benefit period, the Board will continue to pay your (employee only) group health benefits, if you continue to pay your share. During an Employee-paid benefit period, you are required to pay premiums for all group health and voluntary benefits you elect to continue.

If you continue coverage during your leave and your payments are delinquent more than 30 days, your coverage will be cancelled, and you will be offered coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Board-paid Benefit Period	Employee-paid Benefit Period
<p><b>Family and Medical Leave Act (FMLA)</b> While on an approved FMLA leave of absence, the Board will continue to pay for your (employee only) group health benefits for the approved FMLA Leave. Employee Benefits will bill you for any additional premiums due, if you are enrolled in group supplemental life insurance or cover your dependents under the Board's group health plan.</p> <p><b>Paid Professional or Personal Leave of Absence</b> A paid professional or personal leave include the use of sick bank, and paid personal, sick, or vacation leave. The Board will continue to pay for your (employee only) group health benefits if you continue to pay your share, as long as you remain on a paid professional or personal leave of absence.</p> <p><b>Workers' Compensation</b> While on an approved workers' compensation leave of absence, the Board will continue to pay for your (employee only) group health benefits. Employee Benefits will bill you for any additional premiums due, if you are enrolled in group supplemental life insurance or cover your dependents under the Board's group health plan.</p> <p>Following the Board-paid benefit period, your group health benefits will end, but may be eligible continued under COBRA. Please refer to your collective bargaining agreement or Board policy for more information about Board-paid benefits while on an approved paid leave.</p>	<p><b>Unpaid Professional or Personal Leave of Absence</b> During an unpaid professional or personal leave of absence, your benefits are not paid by the Board. Benefits will terminate at the end of the month following the effective date of your leave of absence.</p> <p>If your unpaid leave is less than 30-days and you are not receiving a paycheck, you may be required to pay your employee only group health and voluntary benefit premiums. Contact Employee Benefits to determine whether you will be required to pay premiums.</p> <p>If your unpaid leave is 31-days or greater, you may continue or cancel your coverage. If you continue coverage and do not return the Continuing Benefits Form, you will be billed automatically. If you cancel coverage, it will not be reinstated automatically. You will be required to reenroll in benefits following your return to work in a benefits eligible position.</p> <p>If you continue coverage during your leave and your payments are delinquent more than 30 days, your coverage will be cancelled, and you will be offered coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).</p> <p>Additional information about COBRA is available at <a href="http://www.pasco.k12.fl.us/ebarm/cobra">www.pasco.k12.fl.us/ebarm/cobra</a>.</p>

**Benefits Help:** Have a question about benefit eligibility, enrollment or a specific benefit program, contact Employee Benefits at extension 4-2253 or (813) 794-2253 or email [mybenefits@pasco.k12.fl.us](mailto:mybenefits@pasco.k12.fl.us).