



Benefits Eligibility During Unpaid Leave of Absence

If you take an unpaid leave of absence, you cannot continue standard payroll deductions for your benefits plans. Your benefits will change according to the length of your leave. The chart below summarizes these changes.

Plan	Leave of Less Than 30 Days	Leave of 31 Days or Greater
Health (including pharmacy, EAP and mental health)	You must continue your coverage. Contributions will be deducted upon your return to pay status.	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.
Dental	You must continue your coverage. Contributions will be deducted upon your return to pay status.	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.
Vision	You must continue your coverage. Contributions will be deducted upon your return to pay status.	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.
Legal w/Identity Theft Protection	You must continue your coverage. Contributions will be deducted upon your return to pay status.	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.



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Supplemental & Group Term Life Insurance	You must continue your coverage. Contributions will be deducted upon your return to pay status.	You may continue or cancel your coverage. If you continue coverage, you will be billed automatically. If you cancel coverage and wish to reapply when you return to work, you must wait until open enrollment and you may be required submit Evidence of Insurability satisfactory to the insurance company.
Flexible Spending Accounts Health / Dependent Care	Contributions do not continue. Upon return your remaining deductions are evenly divided over the pay periods remaining in the year.	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, upon return to work your remaining deductions are evenly divided over the pay periods remaining in the year.
Disability	You must continue your coverage. Contributions will be deducted upon your return to pay status.	You may continue or cancel your coverage. If you continue coverage, you will be billed automatically. If you cancel coverage and wish to reapply when you return to work, you must wait until open enrollment and you may be required submit Evidence of Insurability satisfactory to the insurance company.
Accident Cancer Critical Illness Hospital Term to 100	You must continue your coverage. Contributions will be deducted upon your return to pay status.	Contributions do not continue. To continue coverage, you must contact Sunbelt Worksite Marketing and request to be placed on "Direct Bill". Upon return to work, you must continue to pay premiums through "Direct Bill" through the end of the calendar year. If you continue on "Direct Bill" your premium payment will through payroll deductions will be reinstated effective January 1, of the next plan year. If you do not continue coverage through "Direct Bill" and wish to continue coverage, you must reapply during open enrollment.

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.