



Keeping Your Benefits During your Leave of Absence

In order to keep your health insurance and other benefits during your *leave of absence, you will need to continue to pay your portion of the insurance premium while on leave. This can be done as specified below.

You have a minimum grace period of 30-days in which to make premium payments. If payment is not made timely, your health and other insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse.

PTO or MODIFIED SCHEDULE

If you are using your PTO during your Leave or have a modified schedule, then your premium(s) will continue to be withdrawn from your pay checks every 2 weeks through payroll.

If you run out of PTO and you are still on leave, OR if your modified schedule is insufficient to cover the premium(s), you will be responsible to pay for your premium(s) as specified below.

UN-PAID LEAVE

Employee must pay for share of coverage each month or benefits will be forfeited.

- **DUE 1st of Month for that month of coverage**
- You will have a 30-day grace period after which insurance may be cancelled.
- Benefits will be cancelled 15-days after written notice of delinquency is given per U.S. Dept. of Labor
- If employee does not return to work, he/she is still responsible to pay the premium(s) incurred while covered

DATES of COVERAGE	Motivhealth Premium	MetLife Premium	PAYMENT DUE	Type of Pay

I, _____ agree to pay the above premium(s) in order to keep my benefits during my leave of absence.

Employee signature: _____ Date: ____/____/____

*If the leave of absence straddles 2 years and there is an increase in cost of premium(s) for the new year, the employee is responsible to pay the new premium amount for benefits in the subsequent year.