

Payment of Employee Benefit Contributions while on Leave Without Pay

Employees who incur leave without pay are required to continue to pay their employee benefit contributions while on leave without pay. The department of Benefits Administration bills monthly for all employees on leave without pay that are not able to make their employee benefit contributions via payroll deduction.

Employees paid Biweekly

Billing for employee benefit contributions are sent out on the 1st business day of the month and are due postmarked no later than the 25th day of the month. If payment is not received postmarked by the 25th of the month all group benefits requiring employee contributions will be terminated effective the 1st or 15th of the month based on the timing of where the first payroll deduction that is missed falls within the month. Missing deductions the first pay of the month will result in termination on the 1st of the month while missing deductions the second pay of the month will result in termination on the 15th of the month.

Employee benefits terminated for nonpayment will be reinstated effective the 1st or 15th of the month based on timing of the first full pay period in which employee resumes active pay status. Employees resuming active pay status in the first pay period of the month will be reinstated on the 1st while employees resuming active pay status during the second pay of the month will be reinstated on the 15th. Employee will have the same elections as prior to termination; a return to active pay status does not trigger the right to make change in benefit elections.

Employees paid Monthly

Billing for employee benefit contributions are sent out on the 1st business day of the month and is due postmarked no later than the 25th day of the month. If payment is not received postmarked by the 25th of the month all group benefits requiring employee contributions will be terminated effective the 1st of the month in which the first payroll deduction is missed.

Employee benefits terminated for nonpayment will be reinstated effective the 1st of the month in which employee resumes active pay status. Employee will have the same elections as prior to termination; a return to active pay status does not trigger the right to make change in benefit elections.

What happens if I return to work before my payment is due?

If an employee returns to work prior to payment due date and submission of payment Benefits Administration will coordinate with Payroll to have this deduction taken directly from employees pay. Employee will be notified in writing of the additional amount to be taken from pay.