

BENEFITS FOR EMPLOYEES ON LEAVE WITHOUT PAY

1. Employees on a Governing Board-approved 100% leave without pay are not eligible for District premium payments for health, dental, vision, employee assistance program and life insurance coverage for the period of leave. Employees on a less than 100% leave without pay will be entitled to a proportionate District premium payment equal to the percentage of time worked. During a partial leave, employees may elect to discontinue benefits or to make the necessary monthly premium contributions by payroll deduction to continue in the benefit plans.
2. District Human Resources will notify each employee who is granted a leave without pay of the ending date of his/her insurance plans and of the options to continue coverage.
3. Employees on a 100% leave without pay are eligible to continue coverage under COBRA by paying the monthly premium costs plus a 2% administrative cost for the desired plan(s). Employees will receive a qualifying event notice and billing information directly from the District's COBRA Administrator.