

## STATE OF INDIANA

### CONTINUATION OF INSURANCE COVERAGE WHILE ON LEAVE

Premiums are paid in advance of coverage. When an unpaid absence lasts a full pay period, no paycheck is issued; therefore, no premium is paid and the benefits affected are the next 18 days after the check date. The following information is regarding continuation of insurance coverage while you are on a leave of absence without pay for at least a full pay period. If you are an employee of a direct bill agency, contact your payroll department for specific dates of coverage.

### TYPES OF LEAVE

#### **Family/Medical Leave (FML)**

You will only be responsible for payment of the employee portions of the premiums.

Your portion of the premium payment will be deducted from your paycheck(s) upon return to pay status. The amount deducted from each paycheck will depend upon the number and amount of premiums required to cover the full unpaid absence.

If you do not return to pay status or if any missed premiums are not recovered prior to the end of the calendar year through payroll deductions, you will be billed at home by the insurance carrier(s) for your portion of the missed premiums.

#### **Leave of Absence without Pay (LOA)**

If you are not on an approved FML or military leave, you will be responsible for paying both the employee and employer portions of the premiums. You will be billed at home by the insurance carrier(s) for the missed premiums.

The maximum time billed for LOA is six pay periods. If the leave extends beyond six pay periods, you will be offered continuation of insurance coverage under COBRA. Contact State Personnel Benefits at 317-232-1167 (within the 317 area code) or 877-248-0007 (outside the 317 area code) for more information regarding COBRA.

#### **Military Leave**

You may continue insurance and pay the employee portion of the premium for the first 30 days of leave. Beyond 30 days, you have the option to continue insurance while you are out or to terminate benefits during the leave and have them reinstated upon return to work. If you choose to continue the insurance, you will be billed by the insurance carriers for the employee portion of the premiums.

#### **Worker Compensation (WC)**

If you sustain a work related injury and are eligible for wage replacement benefits through WC, you will be responsible for only the employee portion of the premiums during the waiting period. You will not be responsible for the employer portion of the premiums.

## **INSURANCE CARRIER(S) PREMIUM BILLING**

If you are billed at home by the carriers, it is important that payments be made timely so that claims for services will not be denied. **Non-payment of the premiums will terminate insurance coverage.**

You will have a minimum thirty (30) day grace period in which to make premium payments for health insurance. Your health insurance can only be cancelled if you are given at least fifteen (15) days written notice that payment has not been received. Failure to submit payment will result in termination of coverage retroactive to the date for which the last full premium was paid. **You will be responsible for any claims incurred in the affected benefit time frame if coverage is terminated for non-payment.**

If coverage lapsed for a period during an unpaid leave of absence due to an employee's failure to pay the employee portion of the premiums, coverage will be reinstated four days after the employee's first paycheck upon returning to pay status.

***[12/2016]***