



# University of North Alabama

## Staff Handbook

### Continuation of Benefits Upon Leave or Separation

An employee is entitled to the continuation of certain benefits during absences due to vacation, sickness, on-the-job injuries, long-term disability, leave without pay or leave of absence, termination, and retirement.

**Leave Without Pay, Leave of Absence, and Long-Term Disability:** An employee's benefits will remain in effect as long as they remain active (defined as being on the payroll). When an employee exhausts their leave, is placed in a "leave-without-pay" (LWOP) or "leave-of-absence" (LOA) status, or is placed on long-term disability (LTD), their benefit entitlements change. When an employee moves into an LWOP, LOA (without pay for reason of illness), or LTD status, the following outlines how the employee's various benefits are handled:

- Accrual of annual and/or sick leave ceases.
- The University continues to pay the employee's individual health/vision and dental benefit premiums for six months from the employee's last day worked or from the last day of paid leave. The employee may continue the family coverage by paying the family premium. After the employee has exhausted their six-month entitlement during which the University paid the individual premiums, the employee is no longer eligible for coverage under the University's group plan. However, they may continue coverage under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA).
- Employees enrolled in any supplemental insurance coverage(s) must pay the monthly premium for any of the coverage(s) they wish to continue during their absence. It should be noted that the University does not contribute the \$6.00 monthly premium credit during periods of LWOP, LOA, or LTD.
- The University continues to pay the premiums for basic life and LTD benefits for six months from the employee's last day worked or from the last day of paid leave.
- When/if an employee returns to full duty from LWOP, LOA, or LTD, the employee's health/vision, dental, life, LTD, and any elected supplemental policies will be reinstated effective the date of return provided all employee-paid premiums are current.

**Termination:** Upon termination, an employee may continue their individual health/vision and dental benefits and the coverage for his or her dependents under the provisions of COBRA by paying 102% of the current premium. Basic life and supplemental benefits may be continued by the employee on a direct-pay basis with each benefit provider.

**Retirement:** If retirement under the TRS occurs:

- Individual or family health/vision and dental insurance coverage under the University's group plan will be discontinued. An employee under the age of 65 who retires under the TRS is eligible for health insurance coverage under the Public Education Employees' Health Insurance Program (PEEHIP). TRS offers other optional benefits such as dental and vision to retirees during its open enrollment period. An employee over the age of 65 who retires under the TRS or reaches the age of 65 after retirement is eligible for health insurance coverage under Medicare and supplemental coverage under PEEHIP.
- University retirees are eligible to elect to continue the basic life coverage at the group rate.
- Selected supplemental benefits may be continued by the employee on a direct-pay basis with each benefit provider.

- Retirees may elect to continue existing dental and/or supplemental vision coverage under the COBRA provisions.
- Miscellaneous benefits available to University retirees:
  - ◆ Full use and check-out privileges at Collier Library.
  - ◆ Upon request, may continue to obtain current decals/tags from the University Police Department which will permit campus parking in spaces reserved for faculty and staff. Without current decals/tags, only the spaces reserved for visitors may be used.
  - ◆ Upon request, may use the Wellness Center in Flowers Hall. Inquiries should be directed to the department of Kinesiology.

**Continuation of Benefits During Leave of Absence Without Pay (not related to sickness):** Once an employee exhausts their accrued leave, he or she may be placed in a leave-without-pay status for short periods of time or leave of absence for periods up to six months. The employee may be eligible to continue their health/vision, dental, basic life, LTD, and other supplemental benefits at their own expense.