

PERSONAL LEAVE WITHOUT PAY

Due to your recent Personal LEAVE WITHOUT PAY, the following information applies to you.

HEALTH BENEFITS

1. Your Health Benefits will terminate when you are placed on LWOP.
2. To continue your Health Benefits the full cost must be paid by you.

RETIREMENT PLAN

1. While you are on Leave Without Pay, your payment into the Retirement System is not being made.
2. After you have returned to work for one year, you may contact the Retirement Board at 222-2203 to obtain the necessary forms to be billed for the period when no payments were made by you.

LEAVE EXTENSIONS

1. You shall contact the Personnel Office to extend your leave.

LIFE INSURANCE

1. If you have life insurance and wish to continue it while you are on LWOP you must pay the full amount through the Personnel Office.

RETURN TO WORK

1. At least one (1) week before returning to work, you shall come to the Personnel Office with your physician's note and sign the necessary forms to place you back on the payroll to ensure your first paycheck is not delayed.

I AM IN RECEIPT OF A COPY OF THIS FORM...

Name

Date

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