

# Benefits Continuation Policy

## Frequently Asked Questions

Revised: December 8, 2015

- 1. When did the new Benefits Continuation While on Approved Unpaid Leave of Absence (LOA) Policy go into effect?**  
The new Benefits Continuation While on Approved Unpaid LOA Policy went into effect July 1, 2015.
- 2. Does the new Benefits Continuation While on Approved Unpaid LOA Policy impact employees who were on LOA prior to 07/01/2015?**  
No, it only applies to employees who went on LOA on or after July 1, 2015.
- 3. If an employee has exhausted FMLA, would the employee have benefits for up to four additional pay periods if the employee goes on Non-FMLA leave?**  
Yes, if a Personnel Action Form (PAF) is submitted to Employee Records placing the employee on an approved, unpaid Non-FMLA leave and the Employee Benefits Division is notified.
- 4. If an employee is approved for Intermittent FMLA in a twelve-month period, is a PAF needed?**  
Yes, for any leave status, a PAF should be submitted to Employee Records.
- 5. If an employee is using vacation, sick, or donated hours while on LOA, when would tracking for benefits continuation purposes begin?**  
Benefits continuation tracking will begin once the employee is in a non-pay status.
- 6. Are benefits continued for an employee on Non-FMLA if they have been in a non-pay status for four pay periods but the pay periods were not consecutive?**  
No, if the employee has been in a non-pay status for four pay periods in a rolling twelve-month period, benefits are terminated. The pay periods do not have to be consecutive.

- 7. If an employee is on approved LOA and makes payment arrangements for premiums while on leave, will the employee still be tracked as being in a non-pay status?**

Yes, they will still be tracked for potential termination of benefits.

- 8. How is an employee notified of upcoming benefits termination if on Approved Unpaid LOA?**

A letter will be mailed to the employee prior to benefits terminating.

- 9. When will benefits terminate?**

Benefits terminate at the end of the month in which they are no longer eligible. A COBRA packet will be sent to the employee.

- 10. If an employee is receiving STD benefits from Sedgwick and the employee is on non-pay FMLA, would their benefits terminate if the FMLA period is exhausted?**

Yes, benefits terminate at the end of the month in which they are no longer eligible. A COBRA packet will be sent to the employee.

- 11. When does an employee on LOA need to notify the Employee Benefits Division of their return to work?**

An employee needs to contact the Employee Benefits Division within 30 calendar days of their return to work date, and complete a Group Insurance Qualified Family Status Change Form (GIOQSCF).

- 12. Would benefits be reinstated upon employee's return to work?**

Yes, benefits will be reinstated if the employee returns to work and submits a Group Insurance Qualified Family Status Change Form (GIOFSCF) to Employee Benefits within 30 calendar days of their return to work date. The benefits effective date will be the date that the GIOFSCF is received by Employee Benefits.

- 13. What is the process to update the HR Liaison's email address?**

Department managers should email [BenefitsService@mail.maricopa.gov](mailto:BenefitsService@mail.maricopa.gov) with any requests to update the HR Liaison list.