

Confirmation of Health Insurance – Layoff

Sick Leave Account Value

Date:

Employee Name and Address

Employee Name (First, Last)	Employee ID
Street Address	
City, State, Zip Code	

We have received your request from the Health Insurance Premium Payment at Layoff form (UWS40) to use sick leave credits to pay for your health insurance premiums when you terminate due to layoff.

The value of your sick leave is shown below as well as the premiums that will be deducted from this account.

Hours of Sick Leave Certified	Hourly Rate for Conversion \$	Sick Leave Value \$
Health Plan:	Type of Coverage: Family Single	HDHP: Yes No
Monthly Premium for the First Three (3) Months		Total Monthly Premium**
Paid by the UW System \$	Paid by You * \$	
Three Payroll Months During Which You Receive UW System Contributions toward your health insurance (list each):	Three Coverage Months During Which You Receive UW System Contributions toward your health insurance (list each):	

- * These three additional months of premiums:
- Have been deducted from your final paycheck;
 - Will be paid by you with a personal check;
 - Will be deducted from your sick leave account.

**Beginning in month four, the “Total Monthly Premium” amount will be deducted from your sick leave account. Health insurance premiums change annually so the “Total Monthly Premium” amount is subject to change every January 1st.

If you have questions regarding this benefit or wish to discontinue your insurance, contact the benefits office of the institution in which you were previously employed.

** See other side for General Benefit Information During Layoff **

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- The ability to continue your health insurance through the use of your accumulated sick leave is a benefit provided to you through your layoff from the UW System. If you have questions regarding this benefit or wish to discontinue your insurance, contact the human resource office at the institution in which you were previously employed.
- You are eligible to use your sick leave credits to pay your health insurance premiums until the earliest of following events:
 - 1) credits are exhausted
 - 2) first of the month following the begin date of other employment offering comparable health insurance
 - 3) five (5) years have elapsed since the date of layoff
 - 4) Your death *{Note: Upon death your insured surviving spouse and dependents can continue to use your remaining sick leave credits to pay for health insurance.}*
- You are required to certify your continued eligibility to use your sick leave credits to pay for health insurance. A Certification of Continued Eligibility (UWS 46) will be mailed to you semi-monthly that must be completed by the date listed, and returned to:

UW Service Center
660 W. Washington Ave., Suite 201
Madison, WI 53703

If not completed and returned timely, use of your sick leave may be discontinued and your health insurance may terminate.

- For confirmation of whether or not you have a comparable health insurance** plan, contact:

Department of Employee Trust Funds
(toll free) 1-877-533-5020
(Local-Madison, WI) 608-266-3285
- If you have exhausted your sick leave account, or five (5) years have elapsed from the date of layoff, you are eligible to maintain your health insurance for 36 additional months through COBRA Continuation. You will be responsible for the full monthly premium, payable directly to the insurance provider.
- During the time you are using your sick leave to pay for health insurance, or while on COBRA Continuation, you will be provided an Annual Benefits Enrollment (ABE) / It's Your Choice enrollment opportunity during October to be effective the following January. Elections made during the ABE / It's Your Choice period are effective on January 1st of the next year.
- **If you return to work at the UW System or another State of Wisconsin agency, you must notify your human resource office immediately because you may be eligible to reinstate your unused sick leave hours.**