

## Health Insurance Premium Payment at Layoff

Employee Name (Last, First, Middle)	Empl ID
Home Address (Street, City, State, Zip Code)	
Institution Name UW -	Department
Appointment End Date Due to Layoff	

### Health Insurance for Employees Who have Reached Minimum Retirement Age and are Vested in WRS

If you are at least 55 years old (at least 50 if covered by Protective WRS category) and you are vested in the Wisconsin Retirement System (WRS), you can apply for an immediate WRS retirement benefit and your sick leave will be converted to credits to help pay health insurance premiums in retirement. See a summary of your benefits at layoff at: <https://www.wisconsin.edu/ohrwd/benefits/download/empcha/layoff/uws42.pdf> for more information. Please answer the question below:

I am applying for a WRS retirement benefit upon termination.  Yes  No

**If yes**, the value of your sick leave credits will automatically be certified after you submit your retirement application to the Department of Employee Trust Funds (ETF). Since you are retiring due to layoff, you are eligible for an additional three months of employer contribution towards your health insurance premium. Please mark your selection in Section A only (skip Section B), and then sign the back of this form and return to your employer.

**If no**, please review the information in following sections and make your selections in Sections A and B.

#### Health Insurance for Employees:

- **Under Minimum Retirement Age or**
- **Who are Not Vested in the Wisconsin Retirement System who are at or above Minimum Retirement Age**

When you end employment due to layoff, your health insurance will end at the end of the month following your termination date (provided the premium is paid). You are then eligible for an additional three months of the employer contribution towards your health insurance. You must pay your share of the premium during these three months in order to maintain your coverage. Please indicate how you would like to pay your portion of your health insurance premium for these additional months in Section A below.

When your employment terminates due to layoff, you can convert your sick leave to credits at your highest basic pay rate. If you have 15 years of adjusted continuous state service at layoff, you are eligible for supplemental sick leave credits based on years of service and employment category. Your health insurance premiums can be paid from sick leave credits until the earliest of the following events:

1. The credits are exhausted;
2. The first of the month following the begin date of other employment offering comparable health insurance coverage;
3. Five years have elapsed from the date of layoff (no time restriction if you have 20 years of WRS creditable service); or
4. Your death. Your insured surviving spouse and dependents can continue to use your remaining sick leave credits to pay for health insurance.

See a summary of your benefits at layoff at: <https://www.wisconsin.edu/ohrwd/benefits/download/empcha/layoff/uws41.pdf> for more information.

If you return to a sick-leave eligible job with the UW System or a State Agency within your reinstatement period (five years for University Staff, three years for Faculty / Academic Staff / Limited appointees), your sick leave will be restored to you.

**If you have at least 20 years of WRS service**, you may continue to use sick leave credits until they are exhausted. If you have comparable health insurance from another source, you may save your sick leave credits for use at a later date.

Please indicate in Section B if you would like to use your accumulated sick leave hours to pay for health insurance after the employer contribution towards your health insurance premium ends.

**Section A: Select Payment Method While Eligible for Employer Contribution Towards Health Premiums**

You are eligible to receive the full employer contribution towards your health insurance for three months after termination due to layoff provided you pay the employee portion of the premium. Please select your payment method below:

Payroll Deduction    Personal Check/Cash    Converted Sick Leave Credits

**Section B: Election to Use Converted Sick Leave Credits**

If you are under minimum retirement age at layoff (or you are over minimum retirement age but are electing not to begin an immediate WRS annuity or are not vested), indicate below whether or not you would like to convert your sick leave credits to pay for your health insurance premium after the employer contribution towards the premium ends.

I elect to convert my accumulated sick leave hours to credits to pay for State Group Health Insurance premiums during my layoff:

Yes    No

Once eligibility to use converted sick leave credits to pay for your health insurance premium ends or you exhaust your sick leave credits, you will be sent a COBRA/Continuation application that will allow you to continue coverage for an additional 36 months through direct payment to your health insurance carrier.

**Please sign and date below:**

**Employee Signature**

**Date**

**Return Completed Form To:**

Contact Name:	Contact Email:
Mailing Address:	
Contact Phone:	Contact Fax:

**Please return this form at least 14 calendar days before your official layoff date.**

**For Employer Use Only**

Date Received	First 3 Months of Coverage Paid By: <input type="checkbox"/> Payroll Deduction <input type="checkbox"/> Check/Cash <input type="checkbox"/> Sick Leave Credits		
Hours of Sick Leave at Layoff	Highest Basic Pay Rate	Total Value of Sick Leave Credits	
Health Plan	Coverage Type <input type="checkbox"/> Single <input type="checkbox"/> Family		Coverage Paid Through
Employee Share of Premium for 3 Months After Layoff	Employer Share of Premium for 3 Months After Layoff		Total Premium