

Employee Benefit Checklist
For Employees Going on an Unpaid Leave of Absence (LOA)

Employee Name	Employee ID	Date
Expected Begin and End Date of Unpaid LOA	Email Used during LOA	
Mailing Address Used during LOA		

During an unpaid leave of absence, you may maintain your benefits either through multiple deductions from your paycheck(s) prior to your leave or through benefits billing while on leave. If you elect benefits billing, you will receive a monthly billing statement and you must submit your payment to the UW Service Center by the 10th of each month.

If you do not want to maintain your benefits during your unpaid leave, you may let your benefits lapse. If coverage lapses, you may re-enroll in any lapsed benefits by submitting the applicable benefit application(s) to your institution's benefits office within 30 calendar days of your return to work. There are no interim re-enrollment opportunities.

For the benefit plans in which you are enrolled, check "Yes" or "No" below to indicate if you want to maintain that benefit during your leave. If want to continue a benefit plan(s), also enter how you would like to pay the premium. If you do not want to keep a benefit plan(s), check "No" below – **DO NOT submit an application to cancel your benefits.**

Benefit Plan	Monthly Employee Cost	Continue on LOA? (Yes or No)		Payroll Deduction or Benefits Billing?
State Group Health Insurance	1 st 3 months:	Yes	No	
	After 3 months:	Yes	No	
Income Continuation Insurance	1 st 3 months:	Yes	No	
	After 3 months:	Yes	No	
VSP Vision		Yes	No	
EPIC Benefits+		Yes	No	
Dental Wisconsin		Yes	No	
State Group Life Insurance		Yes	No	
Individual & Family Life Insurance		Yes	No	
UW Employees Inc. Life Insurance		Yes	No	
Accidental Death & Dismemberment Insurance		Yes	No	
Other:		Yes	No	

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Return your completed form to:

Name	Phone Number
Email	
Office Address	

Completion of this form

This form should be submitted at least 30 days prior to the start of your unpaid leave of absence to the person listed above.
You should keep a copy of this completed form for your records.

Transferring or changing your benefits due to leave of absence

If you are married to or in a domestic partnership with another UW or State of Wisconsin employee, you may be able to transfer your benefits to your spouse or domestic partner. You may also be able to reduce your coverage level (e.g. change from family to single coverage) due to your leave of absence. Contact your benefits office for additional information about the options available to you.

Leave of absence extended

Contact your benefits office if your leave of absence is extended to ensure that your benefits remain active.

Within 30 days of returning to work

You must submit applications to your benefits office to enroll in any lapsed benefit plans within 30 days of returning to work. Typically, your coverage will be effective on the 1st of the month on or following the receipt of your application. Contact your benefits office prior to or upon returning to work for additional information.

Resources

- List of benefit contacts by institution: <https://www.wisconsin.edu/ohrwd/benefits/contact/>
- Link to all applications: <https://www.wisconsin.edu/ohrwd/formspubs/>
- Additional information about how a leave of absence affects your benefits: <https://www.wisconsin.edu/ohrwd/benefits/empcha/loa/>

COPY AND DISTRIBUTE: Employee UW Institution UW Service Center