

Insurance Selections

For Employees Going on a Consecutive Day Furlough

Instructions for completing this form:

1. Download the form from the website (click on the hyperlink on the webpage to open and download the form).
2. Save the form to your computer (right click, then Save as).
3. Review the file name and location where the file where be saved. Change if needed. Click Save.
4. Navigate to where you saved the form to. Open the form.
5. Enter the data on the form.
6. Save your entries. Click the Save icon or go to File and select Save.

Warning: If you enter data directly into the downloaded form (before saving the form in Acrobat) and save it, the data you entered will not be saved. Follow the instructions above to save the data you enter.

Alternatively, you may have the option to open the downloaded form in Acrobat:

1. Download the form from the website (click on the hyperlink on the webpage to open and download the form).
2. Click Open in Acrobat.
3. Enter the data on the form.
4. Save the form to your computer. Go to File, select Save as.
5. Select where you want to save the file. Click Save.

Warning: If you enter data directly into the downloaded form (before saving the form in Acrobat) and save it, the data you entered will not be saved. Follow the instructions above to save the data you enter.

Submitting the form:

1. Before submitting the form, open it and review your selections.
2. Submit the completed form to UW-Shared Services, Service Operations:
Email: serviceoperations@uwss.wisconsin.edu,
Fax: (608) 890-2327
Mail: 660 W. Washington Ave, Ste 201, Madison, WI 53703

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Employee Name:		Employee ID:	Date:
Expected Begin Date of Furlough:	Expected End Date of Furlough:	Email Used during Furlough:	
Mailing Address Used during Furlough:		Phone Number Used during Furlough:	

During a consecutive day furlough, you may maintain your benefit coverages as outlined below:

- Multiple deductions from your paycheck(s) prior to your furlough.
- Billed while on furlough.
 - If you elect to be billed, you will receive a monthly billing statement and you must submit your payment to the UW-Shared Services, Service Operations by the 10th of each month.
- State Group Health Insurance coverage may be maintained using your accrued sick leave (only available to employees who are eligible to earn sick leave, see [UW System Administrative Policy 121 \(formerly BN 3\) Sick Leave, section 4.A.](#) for information on eligibility to earn sick leave).
 - Available sick leave is determined by multiplying your accrued sick leave balance by your current hourly rate of your primary job. If you elect to use accrued sick leave to maintain State Group Health Insurance coverage you will receive a monthly summary of sick leave hours used and your remaining balance.

If you do not want to maintain your benefits during your furlough, 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 human resources office within 30 calendar days of your return to work from the furlough (coverage effective first of the month following receipt of the application(s)). If you do not re-enroll within 30 days of your return to work, your next opportunity to enroll will be during the Annual Benefits Enrollment for coverage effective January 1st. 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 consecutive day furlough. If you choose to continue a benefit plan(s), also enter how you would like to pay the premium. For State Group Health Insurance coverage if you are electing to use accrued sick leave an election needs to be made for how you want your coverage to be paid for if your sick leave hours are depleted (benefits billing or lapse coverage). 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	Coverage Level	Monthly Employee Cost	Continue on consecutive day furlough?		Payment Method
			Yes	No	
State Group Health Insurance		First 3 Months:	Yes	No	
		After 3 Months:	Yes	No	
Preventive Dental Insurance			Yes	No	
Supplemental Dental Insurance			Yes	No	
Vision Insurance			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	
Accident Insurance			Yes	No	

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Benefit Plan	Coverage Level	Monthly Employee Cost	Continue on consecutive day furlough?		Payment Method
			Yes	No	
Income Continuation Insurance	N/A	First 3 Months:	Yes	No	
		After 3 Months:	Yes	No	
Flexible Spending Accounts (FSAs) – Health Care FSA and Dependent Day Care FSA	Within 30 days of the start of your consecutive day furlough, you may decrease your annual election by completing an Election Change Request Form . You can decrease your annual election to an amount equal to or greater than what you have already contributed for the current plan year.				

Completion of This Form

This form should be completed upon receiving notice of a consecutive day furlough and no later than the start of your furlough. Return the completed form to the contact listed below. Keep a copy of this completed form for your records.

Transferring or Changing Benefits Due to a Consecutive Day Furlough

If you are married to another UW System or State of Wisconsin employee, you may be able to transfer your benefits to your spouse. You may also be able to reduce your coverage level (e.g. change from family to single coverage) due to your consecutive day furlough. For Individual & Family Life Insurance and Accidental Death & Dismemberment Insurance you may be able to transfer benefits to your spouse or domestic partner. Contact your benefits office for additional information about the options available to you.

Consecutive Day Furlough Extended

Contact your benefits office if your consecutive day furlough is extended beyond 3 months (90 days) to understand how your benefits may be affected.

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

- Benefits Contacts by Institution: <https://www.wisconsin.edu/ohrwd/benefits/contact/>
- Applications: <https://www.wisconsin.edu/ohrwd/benefits/formspubs>
- Additional Information: <https://www.wisconsin.edu/ohrwd/benefits/empcha/furloughs/>

Employee Signature (Full Name)

Date

Employee - Return completed form to:

Name:	Phone Number:
Office Address:	Email:

Institution:

COPY AND DISTRIBUTE:

- Employee
- Employee Benefits File
- UW-Shared Services, Service Operations

Email: serviceoperations@uwss.wisconsin.edu,

Fax: (608) 890-2327

Mail: 660 W. Washington Ave, Ste 201, Madison, WI 53703