

Faculty & Staff Leave Unpaid Status Benefit Record

When a faculty or staff member is in an unpaid status the University's contribution toward the fringe benefit plans will be discontinued for the unpaid period. The employee may make arrangements to keep the plans active by paying the full monthly cost of the benefits (employee and employer share). To determine the cost of retaining coverage while on leave, please log into Benefits Self-Service to review employee and employer premiums for each plan you are enrolled in. https://hrs.uni.edu/mybenefits

A. Employee Information (Record legal last and first name)

Name (Last, First, MI): _____ University ID #: _____

B. Employee's Statement

- I DO NOT wish to keep my benefits active. I am aware that I have 30 days after my return from unpaid status in which I may re-enroll in the benefit plans.
I wish to keep the following indicated benefits active. I intend to make timely payments (invoices will be sent to the home address within e-Business Suite). I understand that failure to make premium payments within 30 days of invoice date will result in the cancellation of coverage, If coverage is cancelled, I understand that I have 30 days after my return from unpaid status in which I may re-enroll in the benefit plans.

C. Benefits To Remain Active While On Leave

- Health
Dental
Vision
Voluntary Term Life
Health Care Flexible Spending

D. Preferred Method of Communication

- Phone
Email

Preferred Phone or Email Address: _____

E. Signature

With my signature below I affirm that I have read and understand how my elected benefits will be affected.

Employee Signature: _____ Date Signed: _____