

# Benefit Continuation

## During Approved Family Medical Leave (FML) or Military Leave of Absence

**SECTION 1: PERSONAL INFORMATION**

Employee's Full Name: First	M.I.	Last	OSU Employee ID# (required)
Daytime Phone Number		Email Address	
Start Date of Leave		Expected Return to Work Date	

**SECTION 2: BENEFIT ELECTIONS (you may continue coverage in benefits in which you are currently enrolled)**

<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Medical Coverage
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Dental Coverage
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Vision Coverage
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Voluntary Group Term Life Insurance (VGTLI) - Employee
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Voluntary Group Term Life Insurance (VGTLI) - Spouse
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Voluntary Group Term Life Insurance (VGTLI) - Child
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Short-Term Disability (STD)
<input type="checkbox"/> Continue	<input type="checkbox"/> Terminate	Individuals covered by Individual Disability Insurance (IDI) will be billed directly from UNUM

**SECTION 3: MAKING PAYMENTS**

- After you begin your unpaid leave, you will begin receiving monthly invoices for the employee contribution rates (i.e., premium payments) for all elected benefits until you return to active employment. If a billing statement is not received, please contact **HR Connection at [hrconnection.osu.edu](http://hrconnection.osu.edu)** or 614-247-myHR (6947), or 800-678-6010.
- Payment of the applicable employee contributions is due on the last day of each month. If the employee contributions are not received by the last day of the following month (the "grace period"), then elected benefits will be terminated for lack of payment. Termination of benefits will be effective on the first day of the month following the grace period. You are responsible for employee contributions missed prior to your coverage termination date.
- Payments may be sent to The Ohio State University Accounts Receivable, PO Box 182905, Columbus, OH 43218. Or, for a processing fee you may pay online at [go.osu.edu/paymybill](http://go.osu.edu/paymybill).

**SECTION 4: AUTHORIZATION**

- I have read the Benefits Continuation while on Approved Leave of Absence document and understand the following:**
- I will be responsible for paying employee contributions for all elected benefits while on an approved unpaid leave of absence. I agree to pay those employee contributions promptly and in full. If employee contributions are not paid in full, the elected benefits will be terminated for lack of payment and I will be responsible for employee contributions missed prior to my coverage termination date.
  - My Health Care Flexible Spending Account (FSA) will remain available for the remainder of the plan year and missed payroll contributions will be collected upon my return from leave.
  - I have 30 days from return from leave to re-elect benefit elections. I further understand that evidence of insurability (EOI) may be required some coverage(s).
  - Enrollment in a Dependent Care FSA, if applicable, will be terminated if leave exceeds 30 days. I am responsible for re-enrolling in Dependent Care FSA (if desired) within 30 days of return from leave.
  - All benefits are subject to the terms and conditions set forth in the applicable plan, program or policy.

Signature of Employee	Date
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For additional information or to submit your form electronically, contact HR Connection at [hrconnection.osu.edu](http://hrconnection.osu.edu), (614)247-myHR (6947) or [HRConnection@osu.edu](mailto:HRConnection@osu.edu). Representatives are available Monday-Friday, 8 a.m. – 5 p.m.

**If you print a hard copy, return completed form to:** The Ohio State University, Office of Human Resources, Benefits Processing, 1590 North High Street, Suite 300, Columbus, OH 43201-2190, or fax to: **614-292-7813**.