

Restoration to Payroll Following Temporary Removal

Coverage Continued While Off The Payroll

If an employee on authorized leave without pay, leave pursuant to the federal Family and Medical Leave Act of 1993, military leave or seasonal layoff made all required premium payments while off the payroll (See Section 3.4), health insurance premium deductions, if any, may be resumed at the time he or she returns to the payroll, and there will be no interruption in coverage.

Coverage Cancelled While Off the Payroll

If an employee's coverage was cancelled for failure to remit payments while off the payroll, it may be reinstated upon his or her return to the payroll.

1. Except for reinstatement of coverage from leave pursuant to the Family and Medical Leave Act of 1993 (see 2. below), the effective date of the reinstatement of coverage is determined as follows:
 - a. If an employee applies for reinstatement on or before he or she returns to the payroll, the effective date of the reinstatement is the date of the return to the payroll.

Example: An employee's leave without pay ends on July 15 and she will return to the payroll on July 16. On July 1, she requests reinstatement of coverage. Coverage is effective July 16.
 - b. If an employee applies for reinstatement on the day he or she returns to the payroll or within one month thereafter, the effective date of the reinstatement is the first day of the month following the date of the employee's request.

Example: An employee returns to the payroll on October 1. On October 15, he applies for reinstatement. Coverage is effective as of November 1.
 - c. If an employee applies for reinstatement more than one month following his or her return to the payroll, the effective date of reinstatement is the first day of the third month following the date of request.
2. The effective date of the reinstatement of coverage for an employee who returns to the payroll from a leave pursuant to the federal Family and Medical Leave Act of 1993 or from Military Leave is the date of his or her return from leave.

It is strongly recommended that a Participating Agency obtain advice from a legal advisor in administering the provisions of The Family and Medical Leave Act of 1993.