

**Section A – PAID LOA**

**Are you taking a Paid LOA?**

**Yes** – SEBB Insurance Benefits will continue while in a paid status using your accrued leave balances (illness, vacation, and personal leave). SEBB monthly premium will continue to be deducted from your monthly paycheck.

**No** – See Section B.

**Section B – FMLA**

**Are you approved for unpaid FMLA LOA?** Employment Coordinators (Denise Stewart-Certificated or Shawnacy Smith-Classified) will make this determination based upon medical documentation submitted and hours worked.

**Yes** - SEBB Insurance Benefits will continue while in a FMLA status. You will receive a letter from NSD Benefits that will explain how to submit your portion of the SEBB monthly premium while you are not receiving wages.

- **Are you returning to your NSD position the day after FMLA is exhausted?**

- **Yes** – No further action needed and welcome back to NSD.
- **No** – See Section C and/or D

**No** – See Section C

**Section C – Unpaid LOA**

**Have you worked 630 hours prior to the unpaid LOA?**

**Yes** - SEBB Insurance Benefits will continue through the end of the school year during an approved leave without pay if you have already worked 630 hours during the school year. You will receive a letter from NSD Benefits that will explain how to submit your portion of your SEBB monthly premium while you are not receiving wages.

**No** – SEBB Insurance Benefits will be terminated at the end of the month in which your last paid date occurred. Upon return to work after unpaid leave, NSD will determine if you are eligible for SEBB Benefits. If so SEBB Benefits will be effective the month after your return-to-work date.

Your last paid date: \_\_\_\_\_

Your return-to-work date (SEBB eligible): \_\_\_\_\_

Following month in which SEBB is effective for employee: \_\_\_\_\_

**Section D – PFML**

**Are you applying for PFML?**

**Yes** – Will your PFML and FMLA overlap?

SEBB Benefits will continue if FMLA and PFML run concurrently to extend SEBB Benefits until PFML ends if PFML extends past FMLA. Submit to NSD Benefits screen shots of WA PFML web portal that displays the weeks of FMLA to PFML overlap start date until PFML ends. To continue benefits while on PFML, PFML must be consecutive. You will receive a letter from NSD Benefits that will explain how to submit your portion of the SEBB monthly premium while you are not receiving wages.

- **Are you returning to your NSD position the day after PFML has ended?**

- **Yes** – No further action needed and welcome back to NSD.
- **No** – See Section C

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**GLOSSARY OF TERMS**

**FMLA – Family and Medical Leave Act** – Federal entitlement providing job protection and insurance maintenance. The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. Eligible employee may receive up to 12 weeks of unpaid leave each year for any of the following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months.

**PFML – Paid Family & Medical Leave** – Washington State insurance program that provides wage replacement. Paid Family and Medical Leave is partial wage replacement program for Washington workers. When a serious health condition prevents you from working or when you need time to care for a family member, bond with a new child or spend time with a family member preparing for military service overseas. **Effective July 25:** You can qualify for family leave if you are caring for someone who has an expectation to rely on you for care—whether you live together or not. PFML leave, by itself, does not protect benefits. Concurrent PFML and FMLA may allow an extension of benefits past the dates FMLA ends.

**SEBB – School Employees Benefits Board**

The School Employees Benefits Board (SEBB) Program administers health insurance and other benefits to all employees in school districts and charter schools, and union-represented employees of educational service districts in Washington.