

Responsibilities Concerning Medical Leave of Absence

In order to keep accurate payroll records, it is important that the following responsibilities be observed:

- All requested forms will be completed and returned within the time frames noted.
- The employee shall report all upcoming absences to his/her immediate supervisor, the AESOP system, and report the onset of the disability/absence to the FHSD Benefits Office at (636) 851-4042 within 5 days of the beginning of a medical leave of absence.
- The Certification of Health Care Provider form (for employee or family – please use correct form as indicated) must be completed and returned to the FHSD Benefits Office within 15 days of the receipt of the Notice of Eligibility. The due date will be noted on the Notice of Eligibility Form.
- While on an unpaid leave of absence, you may receive a letter from the Benefits Office if you owe money towards your insurance or it will be collected upon your return to work.
- If insurance coverage is not desired during a portion of the leave of absence, it may be cancelled either 1. At the time of a change in qualified family status or 2. When the employee loses the District contribution, by accessing the Benefits website at fhsdschools.smartben.net. (An example of where this applies is in the case of the birth of a child where the mother chooses to be on unpaid leave from FHSD and the child and mother will be covered by the father's insurance during the time of that leave.) **If coverage is not dropped, you will be expected to remit insurance premiums to FHSD.**
- If insurance was cancelled due to loss of the District contribution while on an unpaid leave of absence, employee must re-enroll via the Benefits website at fhsdschools.smartben.net no later than thirty (30) days after return to work.
- The short-term disability claim must be filed with Lincoln Financial Group if you are going to be disabled for greater than 29 calendar days. Disability payments are made directly to the employee from the FHSD insurance carrier for short-term disability insurance.
- If you wish an estimate of lost pay for unpaid time, contact Lisa Kendall, Benefits, at (636) 851-4042. The estimate may change depending on the actual time the leave begins. The estimate will be based on the per diem rate and the number of unpaid days.
- If you have experienced a qualified change in family status as defined by the Internal Revenue Service (birth, death, marriage, divorce, or a spouse's change in employer provided coverage), you may be able to make a change to your benefit elections. **You must enroll no later than 30 days from the date of your qualified change in status event.** Failure to enroll within the set time frame could impact your eligibility.

Signature of Employee

Date

Attachment A