

RETURNING FROM LOA

When an employee returns from **Leave of Absence** and has had no break in coverage, no action is necessary.

When an employee returns from **Leave of Absence** and needs to have their active coverage reinstated (Due to not electing Cobra Coverage), please take the following steps:

- The employee should click the "**Change My Benefits**" button and select the Year Round Event "**Return from LOA**".
- The employee should make their elections in that transaction and complete their enrollment.