

## **Benefits and Leave FAQ**

### **Am I eligible to continue benefits during a leave?**

Yes.

### **Are my dependents still covered?**

Yes, if premium is paid.

### **If I take a leave, how are my benefits paid for?**

While you are receiving a paycheck, using sick/vacation time, deductions will continue. When in an unpaid status, you are responsible for paying the premium.

### **When should I expect billing coupons?**

When you are in an unpaid status.

### **What form of payments are acceptable?**

Check or Money Order

### **What happens to my benefits when I return to work from a leave?**

Once you begin to receive paychecks, deductions should resume.

### **Can I pre-enroll my newborn?**

Yes, complete and send a [2026 Enrollment & Change Form](#) to Risk Management Benefits in advance. Contact Risk Management when your baby is born so we can notify Aetna.

### **What should I do to enroll my newborn?**

You have 31 days from the date your baby is born to complete and send an [Enrollment & Change Form](#) to Risk Management Benefits. PCS notifies Aetna to you.

### **I'm enrolled in the disability plan. Can I use it and how?**

Your benefits would begin after your waiting period and normally ends 6 weeks after delivery (8 weeks for C-Sections). Pre-existing limitations apply. Please complete the employee section to the [claim form](#) and have your doctor complete

the physician section. Return it to Risk Management and we will complete the employer section.

**I cannot afford to continue all my benefits during my leave. What can I do?**

Once you are in an unpaid status, you may cancel your coverages by completing an [Enrollment and Change Form](#).

**I unenrolled in a few benefits during my leave. When is the next time I am eligible to re-elect them?**

You have 31 days from the date you return to work to complete an [Enrollment & Change Form](#) to re-enroll in benefits.