



### Your Insurance Benefits during Approved Extended Leave of Absence

Dear Employee:

To prevent lapses in benefits, including Medical, Dental, Prescription, Vision, Life, and LTD while you are on approved extended leave, you must take the following action:

1. If you are on approved unpaid leave, receive your health insurance invoice from your Leave Assistant.
2. Circle your desired choice of benefits for continued coverage, complete and sign the Continued Insurance Coverage Form, return your Continued Insurance Coverage Form, a signed copy of your insurance invoice, and your payment to your Leave Assistant.
3. Pay for your insurance premiums using **money order or cashier's check** on the 1st of each month.
4. Write your full name, employee identification number, and month of coverage on all **money orders or cashier's checks**.
5. **If you had a newborn baby or you wish to add a dependent to your benefits, including health insurance, you must do so within 30 days of the new life event (such as birth, adoption, etc.).** Contact **Name**, your Benefits Assistant at **301-952-6200** for any assistance.
6. If you chose not to pay for benefits while on unpaid leave or carried selected benefits (i.e. you elected to pay for medical & prescription and not dental or vision), you must re-enroll in the desired insurance benefits within 30 days after returning to work. Upon returning to work, your Benefits Assistant will automatically re-enroll you in your last known benefits until you make new election.

**NOTE: Your insurance coverage becomes effective on the 1<sup>st</sup> of the month following the month you return to work.**

**\* Go to Oracle Self-service-> Select *personal information tab* -> scroll to Select *Dependent And Beneficiary*-> select *add* -> (complete the form, including the General Information and Additional Dep/Benf. Information) -> select *Next*- (Review entry) -> Select *Submit*-> Select *Return to Overview* (Notice the beneficiary is now added to the list of *Dependent and Beneficiary*) -> then**

**Select *Home*-> Selects *Benefits*->(Notice that Beneficiary is listed among your chosen Beneficiary);-> Select *Next* -> Select *Update Benefits* (Review and update your existing coverage level to your desired benefits)-> Select *Next*-> (Notice your new life event, such as birth) Select *Next* -> (check the "*cover*" box for every dependent that you wish to cover in your benefits)-> Select *Next*-> (choose your desired Life Insurance Coverage level) -> Select *Next*-> (Choose Primary Care Providers)-> Select *Next*->(Review benefits election) select *Finish*-> *Select Home*. You may now logoff. Finally, upload your proof of relationship, such as birth certificate, marriage decree, and etc.to [absencemgmt@pgcps.org](mailto:absencemgmt@pgcps.org).**