

Self-payment

Self-Payment Option

You may be eligible to self-pay your health and life premiums while out on approved leave. Be sure to discuss this option with your HR representative.

Self-payment is an option to pay your portion of medical, dental, and voluntary life premiums, if applicable, when you have no paycheck to have them deducted from and you are on approved leave, including; FMLA, Workmen's Compensation and Short-Term Disability. This period of eligibility varies by the type of leave you are on.

Unlike payroll deductions for your health benefits, you do not pay in advance. Your premiums are due no later than the 5th of the month, for the month of coverage. As an **active** employee, you will get your payment to your HR representative, and they will complete a Self-Payment Form and submit the form and your payment to the Office of Group Insurance. Checks or money orders should be made payable to the Office of Group Insurance.

You are ultimately responsible for payment of premiums when on approved leave. You should diligently review your paychecks and verify any amount due with your HR department if a deduction is missing. Failure to pay for either medical/dental or voluntary life premiums could result in a loss of coverage.

If you do not return to work at the end of your leave and subsequently are terminated from employment, the standard 15th of the month rule does not apply. Your coverage would end at the end of the month you end employment.