

## LEAVE OF ABSENCE

Whether you are taking a leave of absence or just thinking about taking one, the information below will help you understand how your benefits will be handled once you start your leave.

Tenured teachers starting a leave at the end of the school year (June) will have their insurance continued through August 31. After August you will be responsible for acquiring your own coverage.

Tenured teachers starting a leave of absence at any other time other than the end of the school year, insurance will end as follows:

- If the leave of absence date is between the 1<sup>st</sup> and 15<sup>th</sup>, the last date of coverage is the 15<sup>th</sup> of the month.
- If the leave of absence date is between the 16<sup>th</sup> and the last day of the month, the last date of coverage is the last day of the month.

Tenured teachers on leave of absence are eligible to continue their insurance, post leave, at their cost and based on the chart below:

Insurance	Administrator	Length of Coverage
Medical	AHSD25	Length of leave. Max of 24 months
Dental	AHSD25	Length of leave. Max of 24 months received
Vision	AHSD25	Length of leave. Max of 24 months
Life: Basic and/or Voluntary**	AHSD25	Length of leave. Max of 24 months

\*Leave of absence rates equal the total cost of coverage (employee cost + board cost). Rates can be found in the library section of [Bswift](#).

\*\*Continuation of life insurance while on LOA will prevent an employee from having to complete an evidence of insurability review if the employee elects life insurance upon return to active employment.

### **\*\*ENROLLING IN LEAVE OF ABSENCE BENEFITS IS A TWO STEP PROCESS\*\***

Leave of Absence employees interested in maintaining coverage during their leave of absence must

1. Complete an enrollment in [Bswift](#)
2. Complete the [online questionnaire](#)

**LEAVE OF ABSENCE ENROLLMENT IS OPEN APPROXIMATELY 15 DAYS PRIOR TO THE LEAVE AND CLOSSES 30 DAYS AFTER THE COVERAGE TERMINATION DATE. (See above for coverage termination dates) NO ENROLLMENT CAN LEGALLY BE ACCEPTED AFTER THE ENROLLMENT WINDOW HAS CLOSED.**

Employees who choose **not** to continue coverage must still log into [Bswift](#) and **WAIVE** their benefit(s).

By law, the District is required to send Leave of Absence employees information on continuing coverage through COBRA. **Employees who want to elect benefit coverage and have completed the 2 step process of enrollment with the District, SHOULD NOT complete a COBRA enrollment.** Benefit election and billing will be handled through Arlington Height School District 25. Leave of Absence rates can be found in the library section of [Bswift](#).