

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 1st and 15th, the last date of coverage is the 15th of the month.
- If the leave of absence date is between the 16th 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](#).

By law, the District is required to send leave of absence employees information on continuing coverage through COBRA. **Leave of Absence employees electing benefits SHOULD NOT elect any benefits through COBRA.** Benefit election and billing will be handled through AHSD.

Leave of Absence employees interested in maintaining coverage during their leave of absence must complete their enrollment in [Bswift](#) and the [online questionnaire](#)

LEAVE OF ABSENCE ENROLLMENT IS OPEN 15 DAYS PRIOR TO THE LEAVE AND CLOSSES 30 DAYS AFTER THE COVERAGE TERMINATION DATE. (See above for coverage termination dates)
NO ENROLLMENT CAN 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).