

Benefits and Leave

Family Medical Leave Act — Approved Leave with Benefits

The District will continue to pay the employer's contributions for your health insurance coverages for up to 12 weeks while you are on approved FMLA leave; however, you are responsible for paying the employee cost for any health insurance coverage you have elected for yourself, and if applicable, your family.

These payments will continue to be payroll deducted until such time you go into an "unpaid leave status." At that time, you will be required to make premium payments directly to the District for each pay period as premiums cannot be payroll deducted.

Direct payment can be made by check or money order (cash payments are not accepted) to the address below. Please include your Employee ID on the check. **Failure to pay insurance premiums by the 30th of the month will result in immediate cancellation of coverage.** The amount owed is the amount normally deducted per pay as shown on your paystub in Focus.

Make payments to: School District of Indian River County (SDIRC)

Mailing Address: Employee Benefit Department

6500 57th Street, Vero Beach, FL 32967

NON-FMLA Leave

If you go out on an approved Non-FMLA leave, you will be responsible for paying 100% of your health insurance premium. You will no longer receive the Board paid contribution.

FMLA or Approved Leave of Absence— Frequently Asked Questions and Answers

- 1. What happens to my benefits when I go out on Leave?** If you are on approved FMLA leave, the District will continue your benefits and pay the District cost of benefits. However, you will be required to submit payment for your share of the health insurance premiums . If you are on Non-FMLA leave, you will be responsible for paying 100% of the cost of the health insurance along with your cost of any other benefits you have elected. You will no longer receive the Board contribution to the health insurance.
- 2. How do I know how much I will owe and where do I send the payment?** When you reach an unpaid leave status and benefit premiums can no longer be payroll deducted, the Employee Benefits Department will mail you a personalized leave worksheet or letter informing you of your health insurance coverage(s) and payment requirements. You may also determine your amount from your paystub.
- 3. Can I add my newborn to my policy?** Yes, your newborn may be enrolled on your plan within 30 days from the birth by going online to www.sdirc-benefits.com and processing a qualifying event.
- 4. Can I add other family members to my policy at the same time I add my newborn?** Yes, you can add your spouse or other dependent children at the time you add your newborn.
- 5. What happens to my benefits if I don't come back from leave after my FMLA expires?** If you are on leave beyond the FMLA period, you will stop receiving the Board contribution towards the District health insurance and will be responsible for paying the total premium, whether through payroll deductions or direct payment. If payments are not received by the end of each month, benefits will be cancelled immediately.