

City Manager's Office
Administrative Order No.: 032
Issued: 03/05
Revised: 07/17; 07/23; 03/25



Approved by Garrett Evans
City Manager

Subject: Leave of Absence Status and Impact on Insurance Plans

Purpose:

This policy is to clarify the impact of unpaid absences and unapproved time on City sponsored benefits.

Policy:

The City will continue coverage of an employee's sponsored insurance plan while in approved paid status. Approved paid status includes regularly scheduled time worked and approved use of accrued leave banks. If an employee is in an unapproved or unpaid status on the first business day of any month, then the following benefit impacts occur:

Medical Insurance, Dental Insurance and Employee Assistance Plan

The employee will be notified that the City will no longer pay/provide coverage for the subject benefits and the employee may subsequently elect to continue on the City's plans by exercising their COBRA continuation rights. However, if the employee's unpaid absence is designated as Family Medical Leave in accordance with the Federal Family Medical Leave Act or the California Family Rights Act then the benefits will continue at the City's expense in accordance with Personnel Rule 25. Other unapproved or unpaid leaves will be processed in accordance with federal and state law.

Short/Long-Term Disability Insurance and Life Insurance

The City's contribution ends and the employee does not participate until they are in an approved paid status on the first business day of a subsequent month. Employees absent for medical reasons, however, may apply for a waiver of premium with the carrier. Waiver information and forms may be obtained from the Human Resources Department.