



Leave Without Pay (LWOP) Form - Benefits
Authorization Faculty/University Staff

INSTRUCTIONS

- 1. Review the Leave of Absence Fact Sheet (LOA Fact Sheet)
2. Complete the entire form, sign and date.
3. Return the form to Employee Services by the required deadline.
4. Do not use this form if your leave will be greater than 12 months; contact an Employee Services counselor for information.

EMPLOYEE INFORMATION

Name (Last) (First) (Middle Initial) HRMS Employee ID Number

Home Telephone Campus Department Supervisor Name and Phone Number

Family Medical Leave Act (FMLA) LWOP from mm/dd/yyyy to mm/dd/yyyy or Unknown

University approved LWOP from mm/dd/yyyy to mm/dd/yyyy or Unknown

Military LWOP from mm/dd/yyyy to mm/dd/yyyy or Unknown

BENEFIT OPTIONS

You may elect to continue or suspend some or all of your currently enrolled benefit plans. If you continue or suspend your benefits, all your enrolled eligible dependents will follow your election. Suspended coverage begins the last day of the month following your effective date of approved LWOP. If you want coverage to end on the first day of month of your effective date of approved LWOP, Employee Services must receive all the necessary forms and documentation by the 10th of the month in which your LWOP is effective. Late requests will not be accepted.

Table with 3 columns: Continue, Suspend, Not Enrolled. Rows include Medical, Dental, Optional Life, Voluntary Accidental Death and Dismemberment (AD&D), and Short-Term Disability (STD).

Flexible Spending Accounts, Short-Term and Long-Term Disability: Review the Leave of Absence Fact Sheet for important information.

Retirement Contributions: Contributions are based on a percentage of salary. While on LWOP, contributions will cease; however, contributions will continue once you return to work in a benefits-eligible position.

PERA Participants: You must submit a PERA Leave Without Pay form to PERA within 90 days of the beginning date of your leave.

Military Participants: Review the Leave of Absence Fact Sheet for important information.

**PREMIUM PAYMENTS**

If you elect to continue your coverage while on LWOP, you will receive a monthly billing statement detailing the monthly cost of your benefit plans. Premium payments are due by the first of the month. Failure to pay premiums by the established due date will result in termination of coverage. Any remaining balance owed will be sent to the state of Colorado collection office.

**RETURN FROM LEAVE WITHOUT PAY**

When you return from LWOP, you must contact Employee Services within 31 days of your return date. If you suspend your enrollment, you must submit a new Enrollment/Change form. Your effective date of coverage will be the date your return from LWOP if you return on the first day of the month. If you return on any other day of the month, your coverage will be effective the first of the month following the date you return from leave. If you do not submit a form within the required deadline, you will not be eligible to make changes until the next annual open enrollment.

**AUTHORIZATION and SIGNATURE**

I certify that by completing, signing, and returning this form, I agree to abide by the eligibility, enrollment, and election procedures for my University of Colorado benefits as outlined in this form, the Benefits Guide and online at [www.cu.edu/employeeservices/benefits](http://www.cu.edu/employeeservices/benefits).

I certify that I have been given the opportunity to continue or suspend group benefits insurance as offered by and through the University of Colorado.

I understand that I cannot change certain elections until the next open enrollment period unless I have a life event that qualifies as qualifying life event according to applicable federal and/or state laws or the master plan document.

I agree to utilize the appeal procedure(s) established by the carrier(s) for resolving claims disputes. Depending on the conditions set forth by the carrier, this agreement may require binding arbitration instead of a court trial for dispute resolution.

I acknowledge that carriers may release certain information about me and/or my dependent(s) when required under federal or state law, or pursuant to legal process, and may release and obtain medical information to or from other carriers, providers, and public agencies for the purpose of providing health care services, to facilitate payment for these services, and to conduct related administrative operations.

I hereby authorize the University of Colorado to bill me directly for any necessary premiums.

Employee's Signature

Date

**How to Return Your Form**

**By Mail**

Make a copy for your records and send the original to:

Employee Services  
University of Colorado  
1800 Grant St.  
Suite 400  
Denver, CO 80203

**By Fax**

303-860-4299

Keep a copy of the fax transmission report with your form for your records.

**In Person**

Bring your completed original form and a copy for your records to Employee Services. The receptionist will date stamp both your original form and your copy. Employee Services will keep the original.

**FOR PBS OFFICE USE ONLY**

Date Processes:	Processed By:	Eligibility Date:	Benefit Rcd #:	HRMS updated to reflect LWOP:
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