When an employee goes out on LOA and the district is sending a COBRA notice for a continuing coverage option, use this procedure:

**LOA when offering COBRA:**

* Do **NOT** terminate the employee.
* Do a CLASS CHANGE to the LOA class.  Say YES to COBRA.
* Do a NEW CHANGE REQUEST/data correction and waive medical/dental/vision and ELECT LIFE.
* If the employee elects COBRA we will update COBRA enrollment.
* If the employee returns to work, **CONTACT EPC** for help.  Timing is a factor if the employee is on COBRA.

If the employee is going on LOA and the union contract allows them to continue coverage by paying the board directly, use this procedure:

**LOA when continuing by paying the Board:**

* Do a NEW CHANGE REQUEST to waive any coverage they are not paying for/continuing.
* If the employee continues coverage at the single level, waive the dependents.  Say NO to COBRA as dependents are eligible to stay on the plan.
* If the employee does not continue any coverage*, including basic life*, terminate employment.  Say NO to COBRA as the employee is eligible to continue coverage directly.

(*Remember – Benelogic is not a reflection of the actual employment status.)*

* If the employee returns to work, do a NEW CHANGE REQUEST to make any changes due to the return.  Put notes in the comment section to clearly communicate the change.

PLEASE call us with questions on LOA as it is very confusing for all of us, and we’re happy to help you work this out.