

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: PAYMENT OF PREMIUMS FOR
HEALTH AND LIFE INSURANCE
WHILE ON LEAVE OF ABSENCE

Date Adopted: December 1, 1972

File 3.93
Number

POLICY OBJECTIVE

To provide an employee or officer of the City the ability to retain his health and life insurance coverage while on a leave of absence without pay by his paying the prorated share of premium for the period of time for which leave is taken.

ASSIGNED RESPONSIBILITY

City Manager, Director of Finance, all employees and officers.

APPLICABILITY

Applicable to all employees or officers of the City who are on a leave of absence without pay whether voluntary or in-voluntary.

PROCEDURES

- A. Generally, any employee or officer of the City who goes on a leave of absence without pay and who desires to continue his health and life insurance coverage for the period of leave, shall pay to the Department of Finance the prorated share of the employee health and life insurance premium for those work days on which such leave is taken.
- B. No leave of absence shall be granted for a period to begin on or after the first of any month that will end before the end of the month or that will extend beyond the end of the month unless the prorated share of that month's premium is paid to the Department of Finance in advance.
- C. If the leave of absence is extended beyond the end of the first month in which leave is taken, payment for the succeeding months' coverage shall be made by the first day of the month for which coverage is desired. Such payment shall be made for the whole month.
- D. If in any month the employee returns to work prior to the end of the period covered by his payment, the Department of Finance shall refund to him the prorated share of the unused premium.
- E. The charge for each day of coverage shall be determined by the Director of Finance and shall be based on the total premium for employee health and life insurance coverage divided by the average number of work days in each month.

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- F. The employee shall continue to be responsible for payment of dependent coverage if desirable. Payment of the premium, if not previously deducted from the employee's salary, shall be made in advance of the period for which coverage is wanted.
- G. This policy shall not pertain to employees suspended from work for disciplinary reasons.
- H. It is the responsibility of each Department head to see to it that each employee under his direction is aware of this policy.