



Benefits Department Terminations and Re-Hires Policy

Assuming that the required premium has been paid, during the plan year, terminating employees are covered until the last day of the month:

- ❖ In which employment ends (interim employees are in this category).
- ❖ In which you cease being in a benefit eligible position.
- ❖ In which you retire.

A. Primary Exceptions

- ❖ If you qualify for the Family Medical Leave Act (FMLA) coverage your benefits will continue as long as premiums are paid either through payroll deductions or direct payment to the District if employee goes into an unpaid leave status. If leave is approved, but is Non-FMLA, employee can continue benefit coverage as long as 100% of the premiums are paid. Employee would no longer be eligible for Board contribution towards health premiums.
- ❖ If you are an instructional employee and you work through the last day of your contract period (Last day of the contract school year for instructional staff), coverage will be in force **through the period already covered by paid premiums.**

- B. Special Exception for Instructional Employees “non-renewed due to certification”**: The previous sections of this policy still apply, however Instructional employees that are “*Non-Renewed due to certification*” their Benefits will be maintained for an additional 30 days after the end of regular school year for the certification test to be taken and successful results turned into the Human Resources Department.

Re-Hires

1. For any employee with a job termination for certain reasons, the following applies:

A. Termination Followed by Re-Hire Within the Same Month

If you terminate employment and are re-hired within the same month of your termination:

- ✓ You may resume the benefits you had prior to the termination.

B. Termination Followed by Re-Hire the Next Month or Thereafter**

If you terminate employment and are rehired the following month or later:

- ✓ You must make new benefit elections.
- ✓ You will be subject to the mandatory waiting period**

**Coverage will be effective on the first day of the month following a full month waiting period.

Please contact the Employee Benefits Department if further clarification is required.