City Manager’s Office
Administrative Order No.: 032
Issued: 03/05
Revised: 07/17

Subject: Authorized Unpaid Leave of Absence Status and Impact on Insurance Plans

Purpose:
This policy is to clarify the impact of authorized unpaid leave of absences on City sponsored benefits.

Policy:
So long as an employee remains in an authorized unpaid leave of absence status, his/her City-sponsored medical and dental insurance and employee assistance plans shall continue.

When an employee is in an authorized unpaid leave of absence status on the first calendar day of any month, the City’s contribution to short/long-term disability and group life insurance plans end and the employee does not participate until his/she is in a paid status on the first calendar 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.