



Kean University Office of Human Resources

Unpaid Leave of Absence: Impact on Your Benefits

Benefit	Employee Name: Date:	What You Owe
HEALTH, RX, AND DENTAL	<ul style="list-style-type: none"> Health, Prescription, and Dental Insurance will all be billed via HR during Leave of Absence under FMLA. This is due on a monthly basis via Check or Money order addressed to Kean University 	monthly
VISION - METLIFE	<ul style="list-style-type: none"> MetLife Vision Insurance will be billed via HR during Leave of Absence under FMLA. billed in advanced for a 3-month period This is due on a monthly basis via Check or Money order addressed to Kean University Option to Prepay with payroll deductions if your LOA is planned LOA due to Personal illness: You are able to prepay up to 9 months prior to LOA without pay**; thereafter COBRA 	monthly
LEGAL - METLIFE	<ul style="list-style-type: none"> MetLife Legal Insurance MetLife Vision Insurance will be billed via HR during Leave of Absence under FMLA. billed in advanced for a 3-month period. This is due on a monthly basis via Check or Money order addressed to Kean University Option to Prepay with payroll deductions if your LOA is planned 	monthly
LIFE INSURANCE - LINCOLN FINANCIAL	<ul style="list-style-type: none"> Employees have an option to terminate coverage Option to prepay with payroll deductions via HR for max of 3 months. After the 3 months, the employee may port or convert the coverage. HR informs Lincoln Financial that employee is out on LOA without pay and employee may later resume coverage upon return to work. If 6 months elapse, the employee would need to reapply for EOI (Evidence of Insurability) approval. 	monthly
ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE - LINCOLN FINANCIAL	<ul style="list-style-type: none"> Employees have an option to terminate coverage Option to prepay with payroll deductions via HR for max of 3 months. After the 3 months, the employee may port or convert the coverage. HR informs Lincoln Financial that employee is out on LOA without pay and employee may later resume coverage upon return to work. If 6 months elapse, the employee would need to reapply for EOI (Evidence of Insurability) approval. 	monthly
AFLAC INSURANCE	<ul style="list-style-type: none"> Employee must contact Samantha Newman, payments will go directly to AFLAC <ul style="list-style-type: none"> Email: Samantha_newman@us.aflac.com Phone: (917) 734-2487 	Must contact AFLAC
PERS LIFE CONTRIBUTORY	<ul style="list-style-type: none"> Employee will pay through the New Jersey Division of Pensions and Benefits (NJDPB) on a monthly basis Members must fill out the following document and submit to the NJDPB Personal Insurance Contribution Remittance Card 	monthly
Important Notes	<ul style="list-style-type: none"> Please make out any checks or money orders to Kean University; you must have separate checks for each payment/ benefit. Questions in regards to Leave of Absence? <ul style="list-style-type: none"> Email - Igreer@kean.edu 	