

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 at 937-890-3725 or email the Benefits Team at benefits@epcschools.org with questions on LOA as it is very confusing for all of us, and we're happy to help you work this out.