

## **Continuation of Benefits while on a Leave of Absence**

When an employee is on an authorized **Leave of Absence without pay**, the employee can choose to continue Medical, Dental and Vision benefits for themselves and/or their dependents, and Additional Term Life Insurance by paying premiums directly to San Joaquin County.

### **Authorized Leave of Absences are:**

- Bereavement Leave
- Medical Leave without pay
- Pregnancy Disability Leave without pay
- Educational Leave
- Personal Leave of absence
- Catastrophic Leave Program
- Family Medical Leave (FMLA) – dependent premiums\*
- Workers Compensation – dependent premiums\*

### **Paying Premiums Directly to San Joaquin County:**

- An employee pays the full cost of the premiums (County + Employee portion) for employee only or employee + dependents directly to San Joaquin County. This is an advantage over paying COBRA premiums, which include a 2% administration fee. \* While on FMLA, San Joaquin County pays the County portion of the employee's health premiums, however the employee must pay the employee portion of the premium and the dependent premiums. While on Workers Comp, San Joaquin County pays the County portion of the employee's health premiums, however the employee must pay the employee portion of the premium and the full cost of the dependent premiums.
- An employee can pay premiums to San Joaquin County for a maximum of 26 bi-weekly pay periods while they remain on an approved leave of absence. In addition, an employee may elect to continue coverage through COBRA after that date.
- Payments are made directly to San Joaquin County, Human Resources, Benefits Unit at 44 N. San Joaquin St. Suite 330, Stockton, CA 95202.
- Payments for premiums must be paid by personal check, cashiers check or money order and made out to San Joaquin County. No cash or credit card payments are accepted.
- Payments must be made no later than 5:00 P.M. on Monday of each payday week.

**San Joaquin County  
Human Resources – Benefits Unit  
44 N. San Joaquin St. Suite 330  
Stockton, CA 95202  
(209) 468-3379 and 468-3279**