

Leave of Absence (LOA) procedures

- If an employee goes out on approved Leave of Absence, Pittsburgh Public Schools will report the employee's name and approved LOA date.
- In order to maintain coverage during LOA, employees will be responsible for paying premiums directly to Aflac. In order to pay premiums, they can remit payment directly to Aflac Group using the address below. They will need to include their certificate number on the payment to ensure it's applied to their coverages.

Physical Check Address: Aflac Group Insurance
PO BOX 84069
Columbus, GA 31908-4069
Memo: 28275/Employee Name/Certificate Number

- If employees have misplaced their certificate number or need information regarding their current coverage, they can register at myaflac.aflac.com to gain access to their coverage details. For specific monthly premium, employees can refer to Employee Self Service to view or reach out to Customer Service at (800) 433-3036.
- **PLEASE NOTE:** employees on a leave of absence will NOT receive a bill for coverage while they are out. It is up to the employee to remit premium by the 30th of each month that they are on leave.
- If premiums are not maintained and the employee returns to work within 90 days from the approved LOA date, deductions will resume and the individual will be placed back in force with a gap in coverage. For example: Debbie goes on LOA on 6/1 and returns on 8/1. Coverage resumes on 8/1 with resumption of payment of premiums; however, Debbie is not covered for losses incurred between 6/1 and 7/31.
- If premiums are maintained while out on approved LOA, the individual's certificate will remain in force and will not be placed in approved LOA status. For example: Debbie goes on LOA on 6/1 and returns on 8/1. Premiums have been paid during the time she was on LOA. Payroll deductions resume in August upon her return and Debbie is covered for losses incurred between 6/1 and 7/31.
- If the premiums are not maintained and the employee returns from approved LOA after 90 days, they must wait until open enrollment to re-apply for coverage.
- Pittsburgh Public Schools will report a return-to-work date from approved LOA within 30 days of returning to work.
- If the individual does not return to work, the last day of employment by the group is considered the termination date and they must contact Aflac within 31 days of termination to port the plan. Aflac Customer Service can be reached at (800) 433-3036