

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

HEALTH AND LIFE INSURANCE FOR EMPLOYEES
ON UNPAID LEAVE

3630

Professional employees who exercise the unpaid leave option (other than Family Medical Leave) will have health and life insurance benefits calculated on the number of days worked in the current school year. This will determine prorated benefits.

Employees classified other than Professional employees who exercise the unpaid leave option (other than Family Medical Leave) will have their health and life insurance benefits calculated based on the month they leave and return. Individuals who end the school year on unpaid leave but will be returning the following year, will pay for the month of June. The district will assume payment beginning July 1. Should the individual then decide not to return, they will reimburse the district for the payments made in July and August. (10-month employees only)

Employee payments will begin the first full month the employee is on unpaid leave. Employee payments will end the first full month the employee returns from unpaid leave.

Payments are due in the business office the first of each month.

Revised: January 22, 2007