

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

HEALTH AND LIFE INSURANCE FOR EMPLOYEES
ON UNPAID LEAVE

4240

When an employee needs to be on unpaid leave, other than Family Medical leave, they will have the option to purchase life and health insurance at the district cost.

Payments will begin the first full month the employee is on unpaid leave. (Example: An employee goes on unpaid leave April 12. The first payment would be due May 1.)

The district will provide coverage for anyone who works at any time during a month.

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

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.