

BENEFITS INSURANCE CONTINUATION (BIC) FORM DURING LEAVE OF ABSENCE, FURLOUGH OR TEMPORARY LAYOFF

PREMIUMS ARE DUE ONE MONTH IN ADVANCE ON THE 15TH. Make checks payable to REGENTS-UC and mail directly to: University of California, Riverside, Attn: Payroll Office-002, Riverside, CA 92521. Please contact the Payroll Office at (951) 827-3307 with questions on premium payments.

If you are on approved Furlough or Temporary Layoff, premiums for health, dental and vision are paid a maximum of four months during a calendar year. Immediately upon return to work, re-enroll in any plans which you cancelled during your leave or layoff. The re-enrollment period is 31 days that begins on the first day of return to work. The University's contribution for Medical insurance continues for a maximum of six months, during this time you must continue to pay the Employee contribution of the medical premium. You may continue other Employee-Paid coverage, e.g. Life, Accidental Death & Dismemberment and Legal Plan by arranging to pay the entire premium directly to the Payroll Office. If your disability meets the criteria of the **Family and Medical Leave (FML)**, dental and vision benefits may also continue to be paid by the University for up to twelve weeks or three months. Please contact the Benefits Office for information to establish retirement service credit for the period of your leave.

Employee Name (Please Print)	Employee ID Number	
Department	Hire Date	Home Phone #
~ Disability	~ Temporary Layoff	~ FML- Eligible
~ Furlough	~ Personal-Without Pay (No UC contribution)	~ FML- Not Eligible
~ Workers' Comp.		

Insurance Program	Employee Cost
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	Plan	FML/ 1 st - 12 th wks	13 th - 25 th wks	26 th wk - plus
Medical				
Dental				
Vision				
Legal				
Supplement Life				
Dependent Life				
Supplemental Disability				
AD&D				
	TOTAL			

I understand that it is my responsibility to make arrangements to continue deductions for automobile insurance, credit union, UC Loan Program, union dues and parking.

Signature	Date
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