

**Leave of Absence without Pay  
Continuation of Benefits**

Benefit/Payroll Deduction	Continuation of Benefits under Leave of Absences without Pay
State Health Plan (SHP)	You may continue coverage under the state health insurance program provided you pay the premiums for yourself and eligible dependents. Send payment to University Payroll (515-4350). Make check payable to: NC State University.
Retirement	Retirement contributions stop while on leave without pay. Under certain leave of absences without pay, an employee may purchase credit for the period of time from the State Retirement System.
Vacation/Sick Leave	You <b>will not</b> accumulate vacation and sick leave while out on leave without pay.
Performance Increases	Salary will be computed based on the last salary plus any legislative increases to which the employee is entitled upon reinstatement. Any performance increases which would have been given had you been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.
Death Benefit provided under the Teachers' and State Employees' Retirement System (TSERS)	This benefit is payable if you die within 180 days of the last day for which you were paid a salary as a full-time employee. (If you were a contributing member for at least one year and you have not withdrawn funds.)
Voluntary Short-term Disability	You may continue the policy by direct pay to the vendor. Complete a request for service form or Contact Colonial Supplemental Insurance @ 800-325-4368.
Voluntary Long-term Disability (Liberty Mutual)	You may continue for up to 24 months by paying the required premiums during an approved leave of absence or during a sabbatical or leave of which you receive at least ¼ pay; or if you are actively engaged in education or research; or pursuing an advanced degree. You may continue premiums by sending payment to University Payroll. Make check payable to: NC State University.
Voluntary Long-term Disability (The Standard)	You may continue for up to 24 months by paying the required premiums during a sabbatical or leave of which you receive at least ¼ pay; or if you are actively engaged in education or research; or pursuing an advanced degree. You may also be covered during maternity leave for up to four months following the termination of pregnancy; and for family or medical leave approved by your employer up to six months. You may continue premiums by sending payment to University Payroll. Make check payable to: NC State University
Supplemental Retirement 401(k) Plan	Participation in plan no longer allowed.
Retirement Annuity • 403(b) and 457	Participation in plan no longer allowed.
Voluntary Life Insurance	Metlife will bill you directly on a quarterly basis.
NC Flex Deductions • Supplemental Medical • Flex Spending Accounts • Accidental Death & Dismemberment • Vision Care • Dental	<p>You may do one of the following.</p> <ol style="list-style-type: none"> <li>1. Prepay - a participant can pay for <b>NC Flex</b> benefits before the unpaid leave begins. The participant must pay the contributions on an <b>after-tax</b> basis by writing a personal check.</li> <li>2. Pay-as-you-go - a participant may decide to pay for <b>NC Flex</b> benefits during the unpaid leave by sending in contributions on a <b>monthly</b> basis. The participant must pay the contributions on an <b>after-tax</b> basis by writing a personal check. <b>Payments must be received no later than the end of each month or coverage will end.</b></li> <li>3. Terminate Coverage – a participant may decide <b>not</b> to pay for coverage during an unpaid leave of absence. In this case, the coverage will automatically terminate during the unpaid leave period and the participant cannot use the benefits.</li> </ol> <p><b>If coverage is terminated, you may pick up the same coverage again without penalties or waiting periods as long as you return to work within the 24 month maximum leave period and you complete the required Status Change forms within 30 days of returning.</b></p>

<p><b>NC Flex Payment Instructions:</b> Participants selecting the Pay as you go option should remit premiums to the following addresses. Payments are due by the end of each month</p>	<p>Health &amp; Dependent Day Care Spending Accounts Bonnie Jones State Controller's Office 1410 Mail Service Center Raleigh, NC 27699-1410 (Inter-Office Courier #56-50-10) Make check payable to: <b>State of North Carolina</b> <i>Important Note:</i> Please notify Aon in writing when contributions are received by check.</p> <p>Dental Plans (High Option and Low Option) Benefits Outsource Group NC Mutual Life Insurance Company 3737 Glenwood Ave, Suite 100 Raleigh, NC 27612 Make check payable to: <b>Benefits Outsource Group</b></p> <p>Accidental Death &amp; Dismemberment Plan UNUM Attention: NC Flex Enrollment P. O. Box 991850 Redding, CA 96099-1850 800-257-0930 Make check payable to: <b>UNUM</b></p> <p>Vision Plan Superior Vision Services 11101 White Rock Road Suite 150 Rancho Cordova, CA 95670 Make check payable to: <b>Superior Vision Services</b></p> <p>Supplemental Medical Plan Kanawha Insurance Company Attention: NC Flex Enrollment PO Box 5000 Lancaster, SC 29721 Attention: NC Flex Make checks payable to: <b>Kanawha Insurance Company</b></p>
<p><b>Hyatt Legal</b></p>	<p>You may continue by paying the required premiums directly to the vendor. Make check payable to Hyatt Legal Plan and send payment to: Hyatt Legal Plans, Inc 1111 Superior Ave., Suite 800 Cleveland, OH 41142-2507</p>
<p><b>Long Term Care –Med America</b></p>	<p>Call 800-523-2894 to continue payments directly with the vendor.</p>
<p><b>Long Term Care –Mutual of Omaha</b></p>	<p>Call 800-877-1052 to continue payments directly with the vendor.</p>
<p><b>United Teachers Association (UTA)</b></p>	<p>Call 800-880-8824 to continue payments directly with the vendor.</p>
<p><b>Travelers Auto and Home</b></p>	<p>Call 919-847-4909 to continue payments directly with the vendor.</p>
<p><b>Parking</b></p>	<p>Unless you return your parking pass you will be responsible for all parking permit fees.</p>