

Insurance Premiums while on LWOP

FMLA exhausted or NOT FMLA eligible

To determine if an employee needs to pay the State share of the insurance premium, always look at the last day in paid status and count forward 30 days. If the person is not back within 30 days, they are **not eligible** for the State share for the month following their last day in paid status. The employee is **not eligible** for the State share again until the first of the month following their return date.

*Sometimes the State share may pull due to the timing of the employees leave. If they are **not eligible**, you will still need to request payment from the employee and create a billing adjustment.