



Benefits Insurance Continuation (BIC) During Leave Of Absence, Furlough Or Temporary Layoff

PREMIUMS ARE DUE ON THE 15TH OF EACH MONTH. Premiums are paid one month in advance. Make checks payable to REGENTS - UC and mail directly to: University of California, Riverside, and Attn: Payroll Office-002, Riverside, CA 92521. Please contact the Payroll Office at (951) 827-1962 or 951-827-3307 with questions on premium payments.

Employee Name (Please Print)

Employee Identification Number

Department

Hire Date

Contact Number

FML Eligible: Yes No

Type of absence: Disability Temporary Layoff Furlough
 Personal — without pay (no UC contribution) Workers' Comp. — Permanent and Stationary

Leave Dates: _____

Insurance Program		Employee Cost		
Type	Plan	1st - 12th wks	13th - 25th wks	26th wk - plus
Health				
Dental				
Vision				
Legal				
Life Insurance				
Dependent Life				
AD&D				
Disability <i>(furlough only)</i>				
Total				
Due Dates				

- Employee is responsible for Employee contribution plans
- Immediately upon return to work, re-enroll in any plans which you may have lapse during your leave
- The re-enrollment period is 31 days that begins on the first day of return to work

I understand it is my responsibility to pay for my benefit premiums on a monthly basis or my benefits will lapse. It is my responsibility to make arrangements to continue my voluntary deductions (e.g. Auto Insurance, UC Loan Programs, etc.)

Employee Signature

Date

Benefits Office Signature

Date

Payroll Office Signature

Date